

TOWN OF LITCHFIELD

NEW HAMPSHIRE



Annual Reports

Year ending December 31, 2014

also

Annual Report of the School District

Year ending December 31, 2014

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TOWN OFFICIALS

BOARD OF SELECTMEN

John R. Brunelle, Chairman-2016

Kevin Bourque – 2016
Frank A. Byron – 2017

Brent Lemire – 2017
Steve Perry – 2015

TOWN ADMINISTRATOR

Jason Hoch

Finance Manager

Karen White

DIRECTOR OF LIBRARY SERVICES

Vicki L. Varick

POLICE CHIEF

Joseph O'Brion

CODE ENFORCEMENT

Kevin Lynch

TRANSFER STATION

David Mellen

TOWN CLERK/TAXCOLLECTOR

Theresa L. Briand – 2017

DEPUTY TOWN CLERK/TAX COLLECTOR

Patricia A. Textor – 2017

MODERATOR

John Regan – 2015

ASSISTANT MODERATOR

Philip M. Reed – 2015

ROAD AGENT

Jack Pinciario – 2015

FIRE CHIEF

Frank Fraitzl – 2015

FOREST FIRE WARDEN

Frank Fraitzl - 2015

TREASURER

Sharon Harding Reed – 2015

DEPUTY TREASURER

Debra Hogencamp – 2015

CHECKLIST SUPERVISORS

Shirley Reed – 2018
Joan McKibben – 2020
Robert Redding – 2016

CABLE ADVISORY COMMITTEE

Russell Blanchette – 2016
Timothy Kearns – 2017
Richard Pentheny – 2017
Brian Maillet - 2017
Cynthia Couture – 2017

HEALTH OFFICER

Kevin Lynch - 8/13/2015

ZONING BOARD OF ADJUSTMENT

Gregory Lepine – (Alt) 2015
Laura Gandia – 2015
Richard Riley Jr. – 2016
Albert Guilbeault – 2016
John R. Devereaux – (Alt)-2017
John Regan – 2017
Eric Cushing – 2017
Thomas Cooney-2015

PLANNING BOARD

Robert Curtis – 2015
Thomas R. Young – 2015
Jason Guerrette – 2016
Russell Blanchette – 2017
Michael Croteau – 2017
Michael Caprioglio -2015
Kevin Bourque-Selectmen Rep

TRUSTEES OF TRUST FUND

Steven P. Calawa – 2015
Michael Falzone – 2016
John Poulos Jr. – 2014

CEMETERY TRUSTEES

Steven P. Calawa – 2015
Warren W. Adams – 2016
Jody Fraser – 2017

MOSQUITO DISTRICT COMMISSION

Alfred Raccio – 2017
John Latsha – 2016
David Tate - 2015

BUDGET COMMITTEE

Andrew Cutter – 2015
Cynthia Couture -2016
William Spencer – 2015
Daniel Vaillancourt - 2016
Chris Pascucci – 2017
Raymond Peeples – 2017
Kerry Douglas - 2017
Brian Bourque- School Rep.
Frank Byron -Selectmen Rep
Michelle Flynn – Recording Sec

RECREATION COMMISSION

Keith Buxton – 2015
Colleen Gamache – 2015
Elizabeth Darling – 2016
Andrew Collins – 2016
Sandra Vance – 2017
John Bryant – 2017
Jessica Philbrick - 2017
Kevin Bourque-Selectmen Rep

LIBRARY TRUSTEES

Gail Musco – 2015
Lynne Clifford – 2016
Kristin Robert – 2016
Peggy Drew – 2017
Christine McKim – 2017

CONSERVATION COMMISSION

Roger St. Laurent Jr. – 2016
Sharon Jones – 2016
Richard Husband – 2015
Marion Godzik – 2015
Thomas W. Levesque Sr.-2017
Joan McKibben – 2017
Michael Croteau – 2017

TOWN OFFICIAL AND EMPLOYEE EARNINGS

SELECTMENS OFFICE

Hoch, Jason	90,346.91
White, Karen	53,729.22
Brodeur, Theresa	45,940.41
Baril, Donna	36,605.68
Total	226,622.22

TOWN CLERK/TAX COLLECTOR'S

Briand, Theresa L.	62,942.80
Textor, Patricia A.	42,383.14
Croteau, Claire L.	30,355.32
Total	135,681.26

TOWN TREASURER

Harding Reed, Sharon	7,121.76
Hogencamp, Debra	1,253.07
Total	8,374.83

TRUSTEES OF TRUST FUNDS

Falzone, Michael	87.96
Poulos Jr., John	87.96
Total	175.92

VOTER REGISTRATION & ELECTIONS

Lepine, Christine E.	82.06
Briand, Ashley	38.20
McKibben, Joan	246.18
Briand, Leo	71.63
Redding, Robert M.	328.24
Reed, Shirley-Ann	678.24
Regan, John G.	548.60
Reed, Philip M.	486.20
Jones, Sharon	413.04
Pinciario, Nancy	458.41
Regan, Patricia	503.77
Total	3,854.57

TOWN AND TALENT HALL, LIBRARY

CUSTODIANS AND GROUNDSKEEPERS

Arria, Ben	8,923.08
Pilon, Gerald F	8,255.72
Total	17,178.80

PLANNING BOARD

McKibben, Joan A.	27,293.32
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POLICE DEPARTMENT

Does not include Special Detail

Includes uniform allowance

O'Brion Jr., Joseph E.	95,314.72
Donnelly, David A	94,517.75
Brown, Anthony P.	63,273.09
Costa, Jeffrey	21,776.93
Gott, Gary L.	89,053.34
Hartley III, Russell	58,349.47
Ivas III, George	71,128.64
O'Donaghue, Timothy	92,570.59
Sargent, Benjamin E	92,495.04
Savage, Heath	93,487.29
Bennett, Robert D	3,635.84
Corl, Michael T	35,683.95
Harris, Steve P	7,062.36
Houle, Michael R	37,129.39
Lang, Rachel	15,905.99
Tessier Jr., Dennis	78,664.97
Besette, Carol A.	48,420.16
Diviny, Paul J.	51,861.64
Baril, Andrea	34,038.91
Total	1,084,370.07

TOWN OFFICIAL AND EMPLOYEE EARNINGS

(continued)

FIRE DEPARTMENT

Does not include Special Detail

Fraitzl, Frank X.	40,101.84
Nicoll, Douglas M	76,735.12
Rea Jr., James	59,005.64
Adams, Warren W.	163.20
Allard, Paul	4,420.19
Bavaro, James	1,394.00
Bouley, Charles	6,130.00
Bourque, Kevin C.	1,705.44
Croteau, Michael G.	4,949.29
Desmond Jr., Robert	6,931.50
Dube, Steven W	4,125.49
Earle, Derek	3,574.08
Fecteau, Corey J.	4,778.50
Garand, Pierre J.	32.64
Gaumont, Glenn G.	1,462.48
Glancy, Edward C.	9,127.00
Hubbard, Jason	2,121.60
Jack III, Row W.	346.00
Jack, Timothy R.	1,191.36
Kearns, Timothy F.	783.36
Kimball, Brian S.	4,845.00
Lemay, Mark T.	2,040.00
McLavey, Andrew	2,815.20
Miller, Seth L.	8,067.50
Morin, Cory	277.44
Newell, Jeffrey A.	5,336.64
Nicoll, Jason	1,362.72
Patten, Christopher	1,841.50
Patti, Christopher	155.00
Perault, Nicholas W	862.50
Pinard, Normand J.	114.24
Raccio, Daniel	1,884.96
Ricard, Jason	2,113.44
Richardson, Timothy	6,796.98
Rumrill, Larry O.	2,211.36
Schofield, Brian	3,051.84
Schofield, Christopher	6,111.84
Smith, Kelly P	1,844.16
Travis Jr., John F.	4,503.29
Welch II, Robert W	16.32

Total **\$284,984.66**

BUILDING/HEALTH DEPT.

Lynch, Kevin A	70,014.94
Gilcreast Jr., John	446.60
Total	70,461.54

HIGHWAY DEPARTMENT

Pinciario, John	61,561.01
Blundon, Leslie W	41,578.75
Cady, David M	736.40
Goudreau, Kyle R.	821.44
Lesperance, Kevin J.	4,070.40
Total	108,768.00

SOLID WASTE DISPOSAL

Mellen, David L.	55,362.50
Worster, David E.	24,388.53
Minervini, Derek	11,442.75
Belanger, Zachary S.	2,961.32
Briggs, James D.	1,714.38
dePontbriand, Bryan	18,261.86
Total	114,131.34

ANIMAL CONTROL OFFICER

Pilon, Gerald F.	13,347.15
<i>(Includes mileage allowance and Town Hall custodian)</i>	

LIBRARY

Varick, Vicki L.	51,500.05
Allen, Ada	4,012.56
Antosca, Kerri A	22,686.61
Briggs, Jeffrey	774.40
Lantagne, Lauren K	2,544.79
Pace, Carrie-Anne	32,978.97
Paquette, Helena	4,395.52
Robinson, Alexandra	30,434.47
Santos, Jacqueline	58.92
Total	149,386.29

TOTAL WAGES **\$2,244,629.97**

CHAIR OF BOARD OF SELECTMEN

2014 has been a busy year, and like past years; it was all possible because of our employees and volunteers; all willing to give their time to make Litchfield a community to be proud of. Thank you to all of you, your time makes a difference!!!!

Operating under a default budget required the board to refocus priorities and closely monitor spending and expectations to ensure that we could continue providing expected services within the budget allocation. With the assistance of our Department Heads, we were able to make necessary adjustments during the year to stay within this target.

The Board of Selectmen worked on several priorities and projects this year; with support of our department heads:

As planned in 2013, the highway department completed all the work that was outlined in 2014. Completed all the projects within budget on time and we continue to focus on those roads identified in our 5 year plan. With continued support from the community, we will continue this effort with new projects in 2015.

Expansion and implementation of a community notifications system, called CodeRED. The use of this system was directly responsible for aiding the Police Department in closing several criminal cases. In addition; it has provided us a method to communicate to the community around emergencies and important notices. If you haven't done so, go to the town website (<http://litchfieldnh.gov>) and sign up.

We had another successful audit in 2014; with finding no concerns and approving of our policies and methods. Thank you to Karen White and Terry Brodeur for all the hard work you both do during the audit period; but more importantly throughout the year.

Over the past year, I have benefited from the guidance and support of my colleagues on the Board - Frank Byron, Brent Lemire, Steve Perry and Kevin Bourque and am honored to have served as chair of this leadership team. Thank you again for the opportunity to serve your community.

Respectfully,
John Brunelle
Board of Selectmen, Chairman

TOWN ADMINISTRATOR

As the year draws to a close, I would like to offer my appreciation again to the department heads, staff, elected and appointed officials of the Town of Litchfield with whom I have the opportunity to serve over the past year. I continue to be proud of the collaborative effort to deliver high quality, cost-effective services to our residents. In particular, I appreciate the support, direction and leadership of the Board of Selectmen in achieving these goals.

Operating with a default budget again this year required close attention to spending and managing through situations that arise throughout the year. Our department heads closely monitored spending and expectations to ensure that we could continue providing expected services within the budget allocation. Assisting us in this were staff changes in the Police Department and implementation of a wood recycling program. While these one-time fixes helped us with the budget challenge during the year, it continues to be challenging to provide the level of service we believe the community requires within limited budgets.

With the assistance of the Road Agent, the Town has updated its road improvement plan. There are approximately 77 miles of roads maintained by the town and 74% are in good and fair condition. However, the remaining 26% that are in poor condition have a current repair cost of over \$4.5 million. To put some of that number in perspective, at the end of 2012, it was estimated that the value of town owned roads was just under \$36 million. The plan has a pavement quality score assigned to each road and will help the Town prioritize planning for road improvements each year. With the generous support of the voters in 2014, we were able to double our investment in road repair and began to make progress on this project.

Over the past year, we continued to work on many behind the scenes processes to ensure smoother operations of Town government. All of our standing policies were reviewed and updated and we continue to enhance financial control systems. We implemented a new Personnel Policy approved at the end of last year. We continue to enhance our use of electronic services. With the organization wide adoption of Google Apps for Government, we have increased collaborative work on documents and have reduced paper usage in the administrative offices by over 25%. In addition, over the past year, we consolidated several telecommunications contracts into one master account, increasing our ability to monitor and track.

We continue to seek new ways to serve and to engage the community. As part of this effort, you will see ongoing improvements to the Town's website. Additionally, for the timeliest updates from us, please consider following the Town on Facebook at www.facebook.com/litchfieldnh. Over the past year, many residents have enrolled in our CodeRed emergency notification system; if you have not yet signed up; visit our webpage at www.litchfieldnh.gov to register. I welcome anyone with questions or concerns, no matter how large or small to contact me via phone, email or best of all, a visit to the office.

Thank you again for the opportunity to serve your community.

Respectfully,
Jason Hoch
Town Administrator

ELECTION/BALLOT VOTING RESULTS

March 11, 2014

To the inhabitants of the Town of Litchfield in the County of Hillsborough in said State, qualified to vote in Town Affairs:

You are hereby notified that the first session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on February 1, 2014 at 10:00 a.m. for explanation, discussion and debate of each warrant article. Warrant articles may be amended at this session per RSA §40:13, IV.

You are hereby notified that the second session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 11, 2014 at 7:00 in the forenoon for the choice of Town Officers elected by official ballot to vote on questions required by laws to be inserted on the official ballot and to vote on all warrant articles from the first session on official ballot per RSA §40:13, VIII. The polls for the election of town officers and other action required to be inserted on said ballot will be open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

ELECTION OF OFFICERS

Article 1:

Board of Selectmen

Frank A. Byron

George Lambert

Brent Lemire

Board of Selectmen

Jason Guerrette

Steven Perry

Alfred C. Raccio

Budget Committee

Keri B. Douglas

Chris Pascucci

Raymond C. Peeples

Town /Clerk/Tax Collector

Theresa L. Briand

Library Trustee

Christine L. McKim

Peggy Drew

Cemetery Trustee

Jody L. Fraser

Trustee of Trust Fund

John J. Poulos., Jr.

Supervisor of Checklist

Joan A. McKibben

2 - 3 year terms

987 - Elected

615

936 - Elected

1 - 1 year term

430

822 - Elected

244

3 - 3 year terms

1014 - Elected

884 - Elected

1022 - Elected

1 - 3 year term

1323 - Elected

2 - 3 year term

1089 - Elected

1102 - Elected

1 - 3 year term

1252 - Elected

1 - 3 year term

1232 - Elected

1 - 6 year term

1212 - Elected

AQUIFER PROTECTION DISTRICT

Article 2: Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amendments to section 1250 "Aquifer Protection District" of the Zoning Ordinance to clarify existing provisions including adding further details and examples to the definition of impervious, clarify that while the maximum impervious surfaces permitted are 15% applicants may apply for a conditional use permit to exceed that amount, and correct references to underlying zoning districts.

Recommended by the Planning Board

Yes 1077 No 470

MULTI-FAMILY OVERLAY DISTRICT

Article 3: Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Adopt a new zoning section 550.00 – 553.00 "Multi-Family Residential Overlay District," to provide an opportunity for multi-family residences within the Town of Litchfield consistent with the Town's single-family character and comply with NH State law. The purpose of the amendment is to provide opportunities for development of multi-family housing as required by state law. Any new multi-family construction shall maintain the existing character of the neighborhood. The minimum lot size shall be 2 acres for the first 3 dwelling units, with an additional 5,000 square feet required for each additional unit and no more than 6 dwelling units may be permitted in any one structure. The district boundaries shall be the Residential and Commercial Districts north of Leach Brook and the Residential, Commercial and Transitional Districts south of Chase Brook and east of Route 3A to Albuquerque Avenue and then south of Page Road.

Recommended by the Planning Board

Yes 750 No 859

COMMERCIAL DISTRICTS

Article 4: Are you in favor of the adoption of Amendment No. 3 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend sections 600 "Highway (Route 102) Commercial District," 700 "Southwestern Commercial District," 800 "Northern Commercial District," 900 "Transitional District," 950 "Northern Commercial/Industrial District," and 1000 "Southern Commercial/Industrial District" of the Zoning Ordinance as follows to require development compatible in character, style and scale with the abutting properties and the small New England Village and agricultural character of the town. New section 408 includes new standards (landscaping, lighting, screening unsightly features) to protect community character. The frontage

requirements are reduced to 200 feet on Routes 3A and 102. Permitted uses are amended as follows: expand agricultural uses permitted in all 6 districts; large regional shopping type uses, such as department stores, exceeding a footprint of 20,000 square feet are not permitted in the Northern and Southwestern Commercial Districts; antique stores and bed and breakfasts are permitted in the three commercial districts; disallow hotels in the Northern and Southwestern Commercial Districts; clarify that motor vehicle sales do not include salvage yards; and disallow car dealerships in the Southwestern Commercial District. Supporting definitions to the expanded permitted agricultural uses are added to section 200. Within all six districts clarify that "site coverage" is synonymous with impervious surfaces. The zoning district boundaries are revised to update parcel references to correspond to the current assessing maps. The three parcels currently zoned Commercial-Industrial and Transitional at the intersection of Morgan Road, Colby Road and Route 3A are rezoned as Northern Commercial. To reduce instances of split lot zoning the various parcels in the Transitional District along Route 3A (south of Page Road) and the southern town-line are rezoned as Commercial or Commercial-Industrial. Several parcels south of Page Road and east of Route 3A are rezoned to be entirely in the Transitional district. The Highway Commercial district is revised to follow parcel boundaries of those currently either entirely or partially within the district and to include those south of Woodburn Road and east of Bixby road and exclude residential parcels along Derry Road.

Recommended by the Planning Board

Yes 1025 No 531

OPERATING BUDGET

Article 5: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling, \$5,130,166. Should this article be defeated, the default budget shall be \$5,007,408 which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

Estimated 2014 tax rate: \$3.58

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 5-3-0)

Yes 664 No 921

ROAD IMPROVEMENT

Article 6: To see if the Town will vote to raise and appropriate the sum of \$170,000 for the purpose of road pavement improvement projects. This sum matches the amount expected to be received and appropriated by the Town through the NHDOT Highway Block Grant. It is anticipated that these funds will be used toward the costs of repairs to Cutler Road and Stark Lane. This is a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the improvements are completed or by December 31, 2016, whichever is sooner.

Estimated 2014 tax rate impact: \$0.21

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 6-2-0)

Yes 1111 No 492

FIRE DEPARTMENT AIRPACK REPLACEMENT

Article 7: To see if the Town will vote to raise and appropriate the sum of \$207,000 for the purchase of replacement breathing apparatus equipment, \$21,000 to be raised from taxation with the remaining \$186,000 representing Litchfield's share of a regional grant being applied for by the towns of Litchfield, Goffstown, Dunbarton, Weare, New Boston and Bedford. If the grant is not received, the amount to be raised and appropriated will be reduced to \$21,000 and the expected grant funds will be raised and appropriated at a future town meeting. This is a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the equipment is purchased or by December 31, 2016, whichever is sooner.

Estimated 2014 tax rate impact: \$0.03

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 8-0-0)

Yes 1305 No 305

POLICE CONTRACT

Article 8: Shall the Town vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State, County and Municipal Employees which provides for the following increases in wages and benefits:

2014: \$44,562

2015: \$31,355 (estimated)

And further, to raise and appropriate the sum of \$44,562 for the 2014 fiscal year, such sum representing the additional cost attributable to the increase in benefits over those of the appropriation at current staffing levels. This collective bargaining agreement covers the full and part time patrol officers and full time dispatchers.

This contract contains no raise for 2014 and a 2% raise in 2015.

Estimated 2014 tax rate impact: \$0.05

Recommended by the Board of Selectmen (Vote: 4-1-0)

Recommended by the Budget Committee (Vote: 6-2-0)

Yes 965 No 649

CONTRACT SPECIAL MEETING

Article 9: Shall the Town, if article 8 is defeated, authorize the governing body to call one special meeting, at its option, to address Article 8 cost items only? (Majority vote required).

Recommended by the Board of Selectmen (Vote: 5-0-0)

Yes 929 No 671

STORMWATER MANAGEMENT TRUST FUND

Article 10: To see if the Town will vote to establish a Stormwater Management Expendable Trust Fund pursuant to RSA 31:19-a. Furthermore to raise and appropriate the sum of \$40,000 for deposit into this Fund and to appoint the Board of Selectmen as agents to expend from the fund. The Fund can be used for the costs associated with engineering, documenting, repair and planning of stormwater and drainage systems as well as compliance with EPA stormwater system permits.

Estimated 2014 tax rate impact: \$0.05

Recommended by the Board of Selectmen (Vote: 4-1-0)

Recommended by the Budget Committee (Vote: 4-3-1)

Yes 748 No 849

REPAINTING OLD TOWN HALL

Article 11: To see if the town will vote to raise and appropriate the sum of \$20,000 for repainting the Old Town Hall and to fund this appropriation by authorizing the withdrawal of that amount from the unexpended fund balance as of December 13, 2013. This price includes legally required abatement of lead paint. This would have a net cost to 2014 general taxation of \$0.

Estimated 2014 tax rate impact: \$0.00

Recommended by the Board of Selectmen (Vote: 4-1-0)

Recommended by the Budget Committee (Vote: 7-0-1)

Yes 1213 No 421

TALENT HALL ROOF

Article 12: To see if the Town will vote to raise and appropriate the sum of \$43,120 for the replacement of the roof on Talent Hall and to fund this appropriation by authorizing the withdrawal of that amount from the unexpended fund balance as of December 31, 2013. This would have a net cost to 2014 general taxation of \$0.

Estimated 2014 tax rate impact: \$0.00

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 6-1-1)

Yes 1357 No 292

HUMAN SERVICES AGENCIES

Article 13: To see if the Town will vote to raise and appropriate the sum of \$4,952 to support the requests of Human Services agencies including Big Brothers/Big Sisters, Home Health & Hospice, St. Joseph's Community Services, Bridges and Community Council of Nashua.

Estimated 2014 tax rate impact: \$0.01

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 6-1-1)

Yes 1094 No 526

EARNED TIME EXPENDABLE TRUST FUND

Article 14: To see if the Town will vote to discontinue the Vacation Accrual Expendable Trust Fund created in 2011 and return the balance of such fund to the Town's general fund. The balance of this fund as of December 31, 2013 is \$59,629. And further, to see if the Town will vote to establish an Earned Time Accrual Expendable Trust Fund under the provisions of RSA 31:19-a for the purpose of annually accounting for the cost of earned but unused vacation time so that the expenses associated with employee resignations, retirements and buyouts of accrued earned time do not impact the current year budget, and to raise and appropriate the sum of \$59,629 to put in the fund, with this amount to come from the unexpended fund balance as of December 31, 2013; and to further to appoint the Board of Selectmen to serve as agents to expend from the fund. This would have a net cost to 2014 general taxation of \$0.

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 8-0-0)

Yes 1210 No 314

EXTEND LIQUOR SALES

Article 15: To see if the Town will vote to allow on premise licensees for liquor sales to sell until 2:00 am as authorized by RSA 179:17 II(b).

Recommended by the Board of Selectmen (Vote: 4-1-0)

Yes 726 No 823

CONSERVATION FUND CAP

Article 16: To see if the Town will vote to amend the 2011 vote regarding the deposit of land use change tax funds into the Conservation Fund to authorize 80% of the land use change tax collected pursuant to RSA 79-A:25 to be deposited into the conservation fund in accordance with RSA 36-A:5, III, as

authorized by RSA 79-A:25, II; however, in no event shall the balance in the Conservation Fund be permitted to exceed \$1,000,000.

Recommended by the Board of Selectmen (Vote: 4-0-0)

Yes 1080 No 405

LAND USE CHANGE TAX FUND

Article 17: Shall we adopt the provisions of RSA 79-A:25-a to account for revenues received from the land use change tax in a fund separate from the general fund? Any surplus remaining in the land use change tax fund shall not be part of the general fund until such time as the legislative body shall have had the opportunity at an annual meeting to vote to appropriate a specific amount from the land use change tax fund for any purpose not prohibited by the laws or by the constitution of this state. After an annual meeting any unappropriated balance of the land use change tax revenue received during the prior fiscal year shall be recognized as general fund revenue for the current fiscal year. Any land use change tax which is to be placed in the conservation fund in accordance with RSA 79-A:25, II, shall first be accounted for as revenue to the land use change tax fund before being transferred to the conservation fund at the time of collection.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Yes 1059 No 418

EXPAND CONSERVATION FUND USES

Article 18: To see if the Town will vote to rename the fund which has in the past been referred to interchangeably as the Town Conservation Fund, the Conservation Land Acquisition Fund and the Conservation and Land Acquisition Fund to the "Conservation Fund," and to confirm that this fund may be used for all purposes authorized for conservation funds under RSA 36-A.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Yes 1113 No 378

ROUTE 102 INTERSECTION STUDY

Article 19: To see if the Town will direct the Board of Selectmen to bring to the 2015 annual meeting, an article to study alternatives and potential costs for a controlled intersection allowing access to Route 102.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Yes 993 No 536

APPOINT CAPITAL IMPROVEMENT PROGRAM COMMITTEE

Article 20: To see if the Town will authorize the Board of Selectmen to appoint a Capital Improvement Program Committee pursuant to RSA 674:5, which shall include at least one member of the Planning Board and may include but not be limited to other members of the Planning Board, the Budget Committee, or the Board of Selectmen, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years.

Recommended by the Board of Selectmen (Vote: 4-0-0)

Yes 1044 No 461

ELDERLY EXEMPTIONS

Article 21: Shall we modify the elderly exemption from property tax in the Town of Litchfield, based on assessed value for qualified taxpayers, for persons 65 years of age up to 75 years, \$50,000; for persons 76 years of age up to 80 years, \$80,000; and for persons 81 years of age or older, \$125,000. To qualify, the person must have been a New Hampshire resident for at least 3 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least 5 consecutive years. In addition, the taxpayer must have a net income in each applicable age group of not more than a dollar amount determined by the town of not more than \$30,000, or, if married, a combined net income of not more than a dollar amount determined by the town of not more than \$45,000; and own net assets not in excess of \$300,000, excluding the value of the person's residence and one automobile (the automobile of greatest value if more than one is owned). The modifications will take effect April 1, 2014.

Recommended by the Board of Selectmen (Vote: 4-0-0)

Yes 1115 No 525

APPOINTED ROAD AGENT

Article 22: To see if the Town will vote to discontinue the elected office of Highway Agent, and to authorize the Selectmen to appoint the Highway Agent. The current Highway Agent shall continue to hold the office until the 2015 Annual Town Meeting election, at which time, the elected office shall terminate. If adopted, the authority of the Selectmen to appoint the Highway Agent shall continue in effect until changed by a majority vote at an annual or special town meeting.

Recommended by the Board of Selectmen (Vote:4-1-0)

Yes 789 No 781

BY PETITION

Article 23: Pursuant to RSA 154:16, to see if the town shall provide a Fair, Honest and reasonable hourly wage for employees willing to risk their life, as determined by the selectmen in conjunction with the Fire Chief.

Recommended by the Board of Selectmen (Vote: 2-1-1)

Yes 897 No 661

BY PETITION

Article 24: To see if the Town will vote to protect the Safety and Welfare of on call fire department personnel. For approximately 13 years, the Town has provided Health and Accident insurance for on call fire department personnel who are NOT union and NOT regular part time Town Employees or otherwise under contract or of a bargaining unit.

Recommended by the Board of Selectmen (Vote: 3-0-1)

Yes 1116 No 460

BY PETITION

Article 25: To see if the town will direct the Board of Selectmen to encourage the Fire Chief to continue to lead, teach and train the on call members of the fire department in the current arts and skill of Fire, Emergency Medicine and Rescue Operations in accordance with his contract or other written policies as the selectmen may adopt.

Recommended by the Board of Selectmen (Vote: 3-0-1)

Yes 1275 No 295

WARRANT AS AMENDED BY FIRST SESSION OF TOWN MEETING, FEBRUARY 1, 2014

Total Voters on 3/11/2014 1,685

EXCERPTS FROM PREVIOUS TOWN REPORTS

≈2004≈

Selectmen's Report ".....The Town held its first Pearl Harbor Day Memorial Service, well attended and we plan to make it an annual event....."

Highway Department ".....The Town of Litchfield qualified for Federal Emergency Management Agency (FEMA) monies for a 2004 snowstorm. The Town was reimbursed \$17,000 for expenses incurred during that event..."

Recreation Commission ".....A new playground facility was built at the Jeff Lane Park to serve the residents on the north end of town....."

≈1994≈

In Memoriam ".....David Anderson Campbell Sr., January 1, 1913 – September 14, 1994. Chief of Police, Town Moderator, Trustee of Town Trust Funds, Library Trustee, Volunteer Fire Department and Forest Fire Warden....."

Selectmen's Report ".....Last year's Selectmen's Report stated that Litchfield was finally recognized in the Zip Code listings. That information, given to the Board by the US Postal Service was apparently in error. We wish to correct the record and tell you that the Postal Service still does not know Litchfield exists....."

≈1984≈

Resident Population ".....ages birth – 17, 1,578; ages 18 – 64, 2,657; age 65, 114 for a total population of 4,349....."

250th Anniversary 1734 - 1984 ".....This year Litchfield marked the 250th year of its incorporation as a town. The Town celebrated with various community events as it paused to think of its beginnings in 1734 as a primitive rural settlement along the banks of the sparkling Merrimack River....."

Selectmen's Report ".....As Litchfield completes its 250th anniversary, we reflect back on the accomplishments of the past year. During 1984 progress was made on improving town roads and completion of projects undertaken in previous years. The Litchfield dog kennel nears completion and the contract was awarded for repairs to the roof of the Darrah Pond building. The 250th Anniversary Celebration exceeded everyone expectations with terrific fireworks, very large crowds, and a parade down the Charles Bancroft Highway. Visitors included Governor John Sununu, Senator Gordon Humphrey, Representative Judd Gregg and many other state officials....."

Vital Statistics ".....**Births**... Amy Jean Charbonneau born in Nashua to Mark and Donna Charbonneau, Julie Marie Lynch born in Nashua to Kevin and Pauline Lynch....."

≈1974≈

Building Department ".....There were 64 Building Permits issued this year, 13 single family dwellings and 1 two family building....."

Selectmen's Report ".....Two new housing developments were built and several others are in the planning stage at this time. Our population has grown to 2,061 from 1,976 in 1973. The Town hall renovations were completed and we took occupancy of the Building in April. This marks the first time that all of our town officials have been housed under one roof....."

≈1964≈

Report of Forest Fire Warden ".....The 1964 forest fire season surpassed the record year of 1963 in both length and severity. For the second successive year, we experienced a rainfall deficiency of more than ten

EXCERPTS FROM PREVIOUS TOWN REPORTS

inches and the compounding of such drought conditions together with the many days of strong, dry winds, characterized 1964 as one of the most hazardous years in the past half century....”

Building Department “..... A total of 35 Building Permits were issued during 1964...”

Vital Statistics” **Marriages** ...“Warren Adams of Litchfield, NH and Patricia Malette of Nashua....”

≈1954≈

Town Officers Salaries”.....Town Clerk, Barbara Campbell - \$50.00, Town Treasurer, Sterling Colby - \$50.00, Selectman, George Adams - \$150.00, Selectman, Roland Levesque - \$100.00, Selectman, Fred McQuesten, 100.00, Tax Collector, Frank P. Hayes, Jr. - \$125.00, Chief of Police, David A. Campbell - \$50.00, Fire Chief, Robert Jerry - \$50.00.....”

Vital Statistics“**Births**....Kevin Arthur, born in Nashua to Mr. and Mrs. Arthur Lynch, July 8, 1954. Karen Janice, born in Nashua to Mr. and Mrs. John Illgs....”

Highway Report”Total Spent by Highway Department for 1954 - \$1,230.12....”

≈1934≈

Town Hall Expenses “.....G.B.L. Hill, janitor service - \$5.00, N.H.P.S. Co. Electrical energy - \$15.60, Piper-McIntire, tuning piano - \$3.50.....”

Report of School Board “.....Enrollment January 2 1934: Grade I – 7, Gade II – 4, Grade III – 5, Grade IV – 6, Grade V – 8, Grade VI – 0, Grade VII – 9 and Grade VIII - 5....”.

≈1924≈

Old Home Day “.....Last March, Litchfield invited her sons and daughters to come home and celebrate “Old Home Day” August 23, 1923. 180 of them from 6 states answered her call and with 137 townspeople celebrated the occasion. The program started promptly at 10:00 in the morning with a ball game.....”

Expenses for Old Home Day “.....Meat - \$27.26, Ice Cream - \$31.00, Butter – \$6.00, Ribbon and Invitations - \$5.00, Groceries - \$28.90, Registrars supplies - \$.55, Stamps - \$4.00, Dishes - \$10.00, Kerosene - \$.85, Decorations - \$2.30, Grange Hall - \$4.00, War Tax - \$5.00, Speaker \$11.00, Orchestra - \$20.00 and Banners - \$21.00.....”

≈1914≈

Salaries “.....Isaac N. Center, Town Clerk- \$12.00, Frederick L. Center, Town Treasurer- \$10.00, Arthur S. Campbell, Selectman and Assessor - \$28.00.....”

Report of The Library “.....During the year the Library has been successfully answering the wise purpose for which it was established. Next to the church and the public school no institution is worth more to the citizens of any town than it’s a free public library.....”

≈1894≈

Town Officers “.....Isaac N. Center, services as town clerk - \$12.00, W.E.McQuesten, services as Town Treasurer \$10.00, D.S. Leach, services as Selectman - \$28.00, A.H.Powers , services as Selectman - \$25.00 and Charles H. Chase, services as Selectman, \$20.00.....”

Aid to Indigent Soldier”Paid Dr. G.M. Davis, medical attendance, C.P. Blodgett, \$13.75

Sundry Bills”Fred McQuesten, Damage to Plow \$1.87, J.L. Senter, snow bill - \$14.95, D.S. Leach, bounty on hawks, - \$2.50.....”

CONSERVATION COMMISSION

The Litchfield Conservation Commission (LCC) is an all-volunteer advisory board established by the Town pursuant to RSA Chapter 36-A “for the proper utilization and protection of the natural resources and for the protection of watershed resources” within Litchfield. The Conservation Commission is currently comprised of six appointed commission members, one alternate, and a Selectmen’s representative.

We had Aquatic Control Technology treat part (4 acres) of Darrah Pond for milfoil this year, after receiving a State permit. We will be looking at a long-term solution for treating the milfoil that may not include the use of chemicals.

At the end of August 2014 the commission purchased 13 acres of farmland along Rte. 3A the parcel has 150 feet of frontage on the Merrimack River. The intent of this purchase is to keep the land in active agriculture.

We worked closely with Hillsborough and Rockingham County Conservation Districts to restore habitat on several town parcels along Route 3A and a State parcel across from the Cutler Library for the New England Cottontail, a native species.

Two members attended the NH Association of Conservation Commissions annual meeting in November at the Laconia Middle School and attended a variety of seminars ranging from information on identifying vernal pools, to identifying emerald ash borer (one reason for a state firewood quarantine on transporting firewood) www.nhbugs.org for more information. We also learned about farm-friendly easements and how to successfully engage students in your conservation commission work, among other topics.

In addition we continue to:

Work with the Recreation Commission on the February Winter Fest

Hold the children’s fishing derby in May

Monitor local rainfall

Participate in the State’s Adopt-A-Highway program

Monitor 13 conservation properties in Town.

Work with the Lower Merrimack River Advisory Committee and the Litchfield Planning Board.

The LCC holds monthly meetings at 7:00 p.m. on the first Thursday of the month at the Litchfield Town Hall; the public is encouraged to attend.

Respectfully submitted,

Tom Levesque, Sr., Chairman

Joan McKibben, Vice-Chairman

Sharon Jones

Roger St. Laurent

Marion Godzik

Richard Husband

Michael Croteau, alternate

John Brunelle, Selectmen’s Rep.



LOWER MERRIMACK RIVER LOCAL ADVISORY COMMITTEE (LMRLAC)

The Lower Merrimack River Local Advisory Committee (LMRLAC) was created in 1990 after the Lower Merrimack was designated a protected river in the State of NH. The Lower Merrimack River Corridor, which extends shoreward ¼ mile in the Towns of Hudson, Litchfield and Merrimack, and the City of Nashua, is managed and protected under RSA 483 in accordance with the State's Rivers Management and Protection Program (RMPP).

Members of the LMRLAC are nominated by each riverfront municipality and are approved by the State's DES Commissioner. Representatives come from a broad range of interests, including but not limited to local government, business, conservation, recreation, agriculture, and riparian landowners. All members are volunteers. This diversity helps bring a variety of perspectives to bear on resource protection and development issues.

The main responsibilities of the LACs are:

- 1) Develop and implement a local river corridor management plan (CMP),
- 2) Advise local, state and federal governing bodies and agencies and developers of potential activities which may affect the water quality or flow of the protected river or segment, and
- 3) review and comment on any prospective federal, state or local plans for projects within the Corridor that would alter the resource values and characteristics for which the river or segment is designated, including recreational and scenic values.

Members:

Gene Porter (Chair) – Nashua (Appointed and elected Chair in 2014)

Michael Redding - Merrimack

Karen Archambault (Secretary) -- Nashua

George May – Merrimack

Nelson Disco (Vice Chair) – Merrimack

Michael Croteau (Treasurer) – Litchfield

Christine Dupree –Hudson (Appointed 2014)

Rick LeBourdais – Hudson (Appointed 2014)

Meetings are held at the Nashua Public Library on the 4th Thursday of the month at 7pm

We encourage new membership. Applications and additional information can be found at

<http://www.nashuarpc.org/about/related-organizations/lmrlac>

2014 Activities

In 2014 LMRLAC commented to owners, developers, local boards and the DES on several permit applications for projects the River Corridor. Improved stormwater management practices were encouraged as well as greater public access to the river, both for boats and for viewing.

The major projects reviewed were two riverside residential developments on the eastern shore. Phase IV of the Sparkling River Project in Hudson was judged reasonably well planned with regard to drainage, but lacking in

LOWER MERRIMACK RIVER LOCAL ADVISORY COMMITTEE (LMRLAC)

(continued)

provisions for boat access and shoreside trails. The new smaller Autumn Circle development on the Hudson/Litchfield line envisions ten new lots, with one on the Riverfront. The latter was noted to include a legacy ramp to the River but the LMRLAC's recommendation that provision be made for public access at that point was not accepted by the developer or the Hudson Planning Board or the DES. The DES noted that they do not have authority to require provisions for trails or public access easements as a condition for approval of shoreside construction projects

Formal comments were submitted on three other projects, none of which raised substantial concerns about water quality or public access.

During the year it was noted that the timing of notification to the LMRLAC of prospective projects was dominated by the formal permitting process of the State DES. The details of this notification and review process were the subject of several DES-sponsored workshops during the Fall which were attended by two or more LMRLAC members. The result was an action plan at DES to improve the coherence of the process and to try to standardize the response times required by the various permitting offices.

Nevertheless, it became apparent during the year that waiting for the formal DES permit application notification process to kick in frequently resulted in the LMRLAC not being able to be fully effective in meeting its advisory responsibilities. Of particular note was the observation that owners, developers and municipalities have an obligation under RSA 483 to notify the LACs anytime future projects in the Corridor are being considered – an obligation that is not generally understood. Consequently the LMRLAC is preparing an updated "outreach" briefing on this topic that is intended to be used by members during 2015 to educate and encourage municipalities and developers to provide more timely involvement of the LMRLAC in shoreside project planning.

Several other topics were addressed during 2014.

Nashua's Independence Rowing Club informally briefed on their plans to convert their shoreside trailer storage pad to a clubhouse, and were advised to seek DES and City permits.

The State project manager for the remediation of the creosote seepage into the River in Nashua's North End updated the LMRLAC on the current monitoring program that is a precursor to the construction of a new retaining wall, hopefully to start in 2015.

The LMRLAC commented on the NRPC's new Draft Regional Plan. The three major comments were accepted by the Commission at their formal review meeting.

The State Public Water Access representative to the State's Public Water Access Advisory Board took note of the lack of public access to the 10 miles of navigable river in NH that is the Lower Merrimack and initiated a review of options such as the needed upgrade of the Greeley Park ramp in Nashua. In that regard it was noted that the pending installation of crest gate head pond level controls on the Pawtucket Dam in Lowell MA would help stabilize the level of the Lower Merrimack and make it even more attractive to the public.

Greater public access to, and use of, the Lower Merrimack River is a prerequisite for greater public involvement in, and support of, needed protection activities.

HIGHWAY DEPARTMENT

A year has passed and in 2014 the Highway Department has been very active in completing the following projects:

Mc Elwain Drive – Mc Elwain Drive was repaved

Nightingale Lane – Nightingale Lane was repaved.

Stark Lane – Half of Stark Lane repaved. The rest will be completed next year.

Robyn Avenue – Reclaimed

Mike Lane – Rebuilt, including major drainage repairs

Masquah Drive - Overlaid

Winter Overnight Parking Ban – Between the months of November through April The Town of Litchfield has an overnight parking ban between the hours of



Removal of Encumbrances from Town Right-of Way – Pursuant to RSA 236:32, it is the policy of the Town of Litchfield to remove any encumbrance (i.e. fencing, basketball hoops, posts, etc) from the Town's right-of way. If the Road Agent determines that an object is an incumbrance, the owner of the encumbrance will be notified by certified mail that the encumbrance shall be removed and give the owner 14 calendar days to remove it. Any person who shall place any obstruction or encumbrance in any town road or highway shall be subject to civil liability to the Town of Litchfield pursuant to the provisions of RSA 236:39, for all damages and costs which the Town shall be compelled to pay any person injured by such obstruction, defect, insufficiency or want of repair.

Projects for 2015 – In the spring, the remainder of Stark Lane will be paved as well as the Easterly end of Nesenkeag. A number of other paving projects are being considered. Catch Basins are ongoing.

Each year there are many comments from the residents of Litchfield about the great job done of removing snow from the roads and treating for ice. The job of clearing not only the roads, but clearing the Town Hall lot, library, fire station and Darrah Pond is a real team effort from the Road Agent to each contractor. Many of our contractors live in town and adjoining towns. The Highway Department has done their best to give the people of Litchfield clean and clear roads. Jack Pinciario would like to thank all the men of this Department as well as Fire Chief Frank Fraitzl, Police Chief Joseph O'Brion. I greatly appreciate all their hard work. I also appreciate the great cooperation from our Town Administrator, Jason Hoch.

Respectfully submitted,

John Pinciario,
Road Agent



TRANSFER STATION AND RECYCLING FACILITY



Litchfield Residents,

The transfer and recycling facility is now fully operational. In addition to the change over efforts, the facility staff has been hard at work improving the site and increasing our recycling efforts with the continued support of the residents. During 2013 the facility processed the following recycling products.

Material/Amount

Cardboard	116.24 tons	Air Conditioner	116 units
Glass	157.10 tons	Refrigerators	92 units
Aluminum Cans	26,196 lbs	Tires	367 units
Steel Cans	15.73 tons	Concrete/Brick/Asphalt	62 tons
Mixed Paper	108.15 tons	Propane Tanks	167 units
Scrap Metal	148.7 tons	Fluorescent Bulbs	
Electronics	28.69 tons	4'	1598 units
Plastics	38.7 tons	2'	30 units
Vegetable Oil	122 gal	8'	120 units
Used Motor Oil	2200 gal	Circular	39 units
Wet Cell Batteries	2750 lbs	Compact	1440 units
Rigid Plastics	5.82 tons	U Bulbs	24 units
Scrap Aluminum	6170 lbs	Dehumidifiers	53 units
Mercury Devices	8 lbs	Textiles	17.10 tons

Other Materials Recycled in 2014

Cell Phones, Ink cartridges, toilets, sinks, lamps, propane tanks, fluorescent bulbs, ceramic tile, thermostats, smoke detectors, eye glasses, nickel cadmium batteries, dishes, mugs and yard waste.

Totals 2014 775.06 Tons Recycled

For comparison, in 2013 we recycled 629.83 tons of material. That's an additional 145.23 tons of recycling material over the last year! The bulk of this increase comes from wood products which we did not recycle in 2013. This increase is due entirely from you, the Town residents. You are recycling more and more every year. This is good for both the environment and for the Town's budget. While this is a great increase in recycling, we can do even better.

In 2013 we recycled 129.14 tons of mixed paper. This year that figure is down more than 10 tons. We have noticed most trash bags contain at least some paper products that can be recycled. Our mixed paper is not just for computer paper and newspaper. Just about any paper product (from plates to old books) can be recycled in with the mixed paper. If it's a paper product and it rips, it can be thrown in with the mixed paper.

Last year was a great year for recycling in the Town of Litchfield. Together we can make next year even better.

New for 2015

Ridged plastic recycling
Brass/copper recycling
Wood recycling area
Oil Filter crushing/recycling
Hazardous materials collection day.

TRANSFER STATION AND RECYCLING FACILITY

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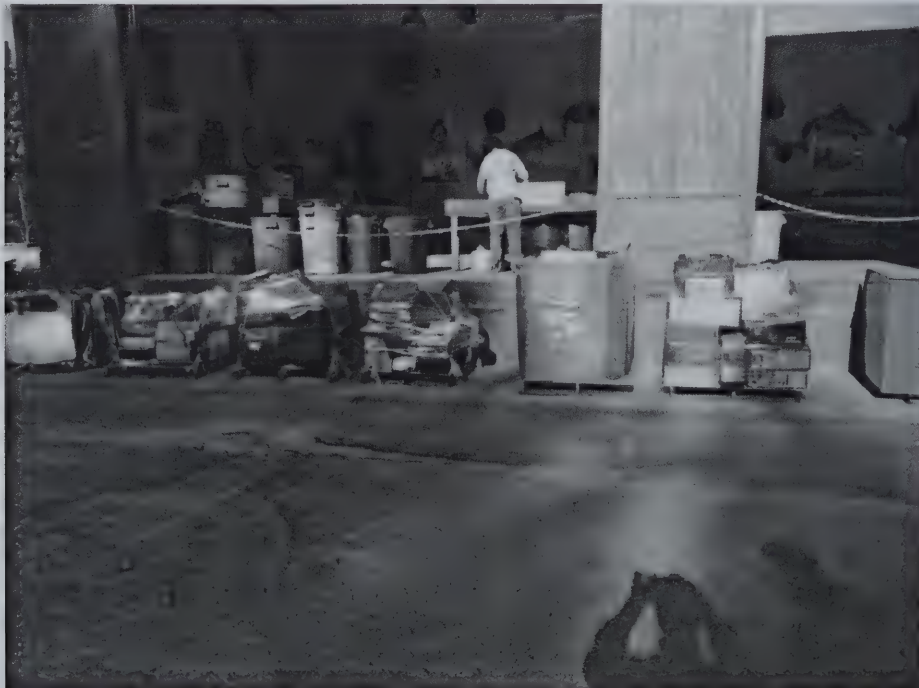
Where does it go

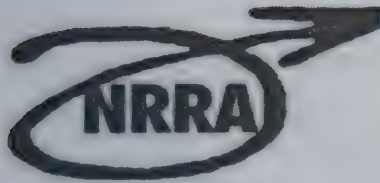
Scrap Metal – Argentina and Turkey for reconstruction
Plastic 1 thru 7 – Georgia USA for park benches, detergent bottles and rugs
Steel cans – Everett, MA for sale overseas
Aluminum cans – New Hampshire for new Aluminum cans
Mixed Paper – Michigan/Canada for new paper products and insulation
OCC – China for paper products
Tires – Massachusetts – chipped and used as a fuel source
Rigid Plastic – chipped and used as a fuel source
Propane tanks – New Hampshire – reconditioned and reused
Vegetable Oil – New Hampshire – used as a fuel source
Lead acid batteries – used to make new car batteries
Glass – New Hampshire – used in road construction and drainage
Electronics – New Jersey for lead removal, metal and plastic recycling
Fluorescent Bulbs – Massachusetts for recycling into glass products



Respectfully submitted,

Dave Mellen
Transfer and Recycling Facility Manager





NORTHEAST RESOURCE RECOVERY ASSOCIATION

"Partnering to make recycling strong through economic and environmentally sound solutions"

Northeast Resource Recovery Association, 2101 Dover Road, Epsom, NH

03234

Telephone: (603) 736-4401 or 1-800-223-0150

Fax: (603) 736-402

E-mail: info@nrna.net Web Site: www.nrra.net

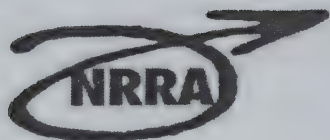
Town of Litchfield, NH

Congratulations for being such active recyclers!

Below please find information on the positive impact this recycling has had on your environment.

The recyclable materials listed below were sent to market to be remanufactured into new products through your non-profit recycling organization, the Northeast Resource Recovery Association.

Recyclable Material	Amount Recycled In 2014	Environmental Impact! Here is <u>only one</u> benefit of using this recycled material rather than natural resources (raw materials) to manufacture new products.
Aluminum Cans	26,196 lbs	Conserved enough energy to run a television for 2,666,753 hours!
Electronics	55,290 lbs	Conserved enough energy to power 9.2 houses for one year!
Paper	49.12 tons	Saved 835 trees!
Scrap Metal	137.17 gross tons	Conserved 136,891 lbs of coal
Steel Cans	14.30 gross tons	Conserved enough energy to run 60 watt light bulb for 833,040 hours
Tires	4.69 Tons	Conserved 4.7 barrels of oil!



NORTHEAST RESOURCE RECOVERY ASSOCIATION “Partnering to make recycling strong through economic and environmentally sound solutions”

Northeast Resource Recovery Association, 2101 Dover Road, Epsom, NH 03234
 telephone: (603) 736-4401 or 1-800-223-0150 Fax: (603) 736-402
 E-mail: info@nrna.net Web Site: www.nrra.net

Dear NRRA Member,

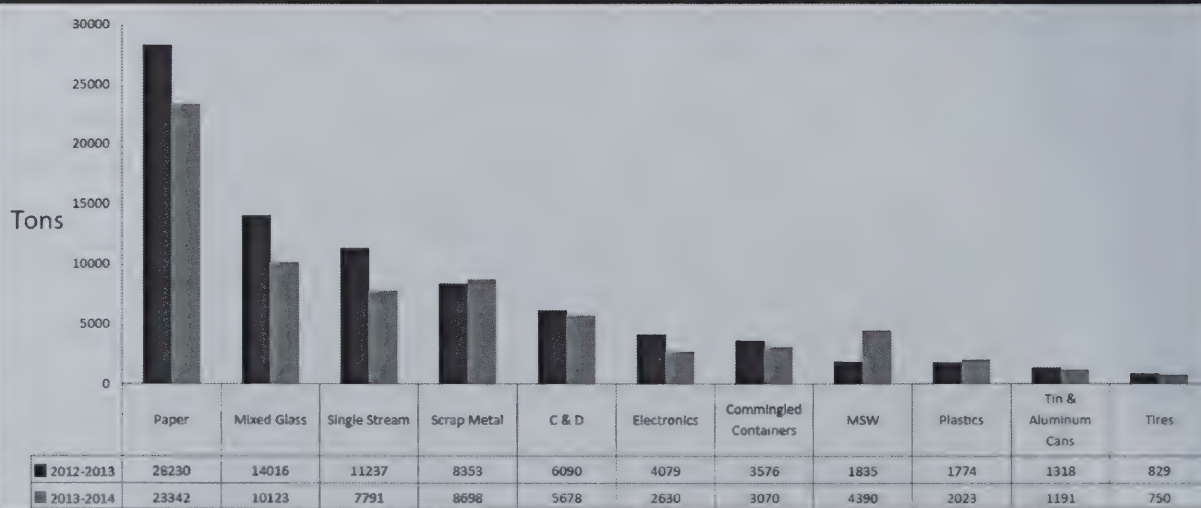
As a member of Northeast Resource Recovery Association (NRRA), your community has access to all the services of this first in the nation, 33-year old recycling cooperative. Your member-driven organization provides you with:

- Up-to-date **Technical Assistance** in waste reduction and recycling including solid waste contract negotiations;
- **Cooperative Marketing** to maximize pricing and **Cooperative Purchasing** to minimize costs;
- Current **Market Conditions** and Latest **Recycling Trends, both regionally and nationwide**;
- **Innovative Programs** (i.e. Dual Stream, Consolidation and Single Stream);
- **Educational and Networking Opportunities** through our Annual Recycling Conference, our new Bi-weekly “Full of Scrap” email news, monthly Marketing meetings, website, and Fall Facility Tours;
- **School Recycling Club** - a program to assist schools to promote or advance their recycling efforts;
- **NH DES Continuing Ed Credits**;
- **NH the Beautiful Signs, Grants, Bins and Recyclemobiles.**

NRRA membership has grown to include more than 400 municipalities, businesses and individuals in New Hampshire, Vermont, Massachusetts, Connecticut and Maine. NRRA, as a non-profit organization, is unique in that we do not charge a “brokerage fee” or work to maximize profit gains, but rather has a minimal “Co-op” Fee” which is re-invested to further your recycling programs and solid waste reduction efforts in schools and municipalities.

Through your continued support and dedication, NRRA has assisted our members to recycle over 69,686 tons in fiscal year 2013-2014!

NRRA Marketing Tonnages



POLICE DEPARTMENT

Litchfield Residents and Honorable members of the Board of Selectmen,

It is with pleasure that I submit for your perusal the 2014 Annual Report for the citizenry of Litchfield, New Hampshire.

I would like to welcome Rachael Lang to the ranks of police officer. Mrs. Lang was selected after successfully completing a written examination, physical agility test, oral board and psychological exam along with an extensive background check. Her excellent scores and corrections officer background proved to elevate her as the most qualified choice. We continue to be committed to finding the best candidates and an overall good fit for the Town of Litchfield.

I would like to congratulate Master Patrol Officers Russell Hartley III and Gary Gott for their promotions to Corporal. Both of these officers have been employed with the Litchfield Police Department for over seven (7) years and have successfully passed the Sergeant's Promotional Test. The completion of this exam shows that these officers have mastered advanced police techniques and principles. As the Chief, I am always proud to be able to provide advancement opportunities to officers from within our own department who have the drive and proven skills to do so.

Also, Lieutenant David Donnelly was promoted to the rank of Captain. This was a well deserved promotion as Dave has served as the second in command for over three years. Captain Donnelly has also dedicated himself to the residents of the Town of Litchfield for over 24 years. His outstanding leadership qualities embrace the philosophies our department instills in all of our officers.

We would like to thank Sergeant Jeffrey Costa for his ten (10) years of service with the Litchfield Police Department. His decision to leave Litchfield for the New Hampshire State Police had saddened all of us however; we wish him the best of luck in his career endeavors.

With the opening of a Patrol Sergeant's position, an internal promotional process was conducted which included a written Sergeant's exam, an outside member oral board, an in-basket exam and a Chief's interview. The end result of this rigorous process produced our new Sergeant Benjamin Sargent. Ben has been a certified police officer for over ten (10) years and has served the town since 2011. His formal college education combined with his participation in advanced police training techniques along with his serving in the capacity of detective prior to this promotion, made him the most highly qualified for this advancement.

Given the unfortunate budget climate and ultimate default, the police department was unable to complete much of the necessary advanced training that is career enhancing to our patrol staff. We were able however to update our failing firearms which is critical for officer and resident safety. Sig Sauer was able to offer brand new firearms at a reasonable cost to the citizens.

In 2013 we purchased our first cross-over style police cruiser. It replaced the Crown Victoria sedan which Ford no longer produces. These vehicles have now become the police industry standard vehicle as I'm sure everyone has seen throughout the country. We are hopeful to eventually have our entire fleet replaced by such vehicles as they have proven to be reliable, efficient and conducive to the north east winter conditions we all face.

POLICE DEPARTMENT

(continued)

We pride ourselves in keeping our community safe while maintaining a quaint feel with a philosophy of community policing. Unfortunately like most communities in the United States, we have our share of criminal activity such as burglaries. We have noticed that many of our burglaries are to vacant residences and the common theme is the theft of the copper piping inside. I urge residents to continue to report suspicious activity especially if a neighboring residence is vacant. Our small community was also faced with the reality of an armed robbery at Darrah Pond in which one of the male subjects was stabbed repeatedly.

We all like to think that these crimes only happen in the big cities however can take place right in our own backyard. This serious crime only reinforces our drive to maintain efficient and effective patrols of all areas of our town and the importance of our comprehensive training program.

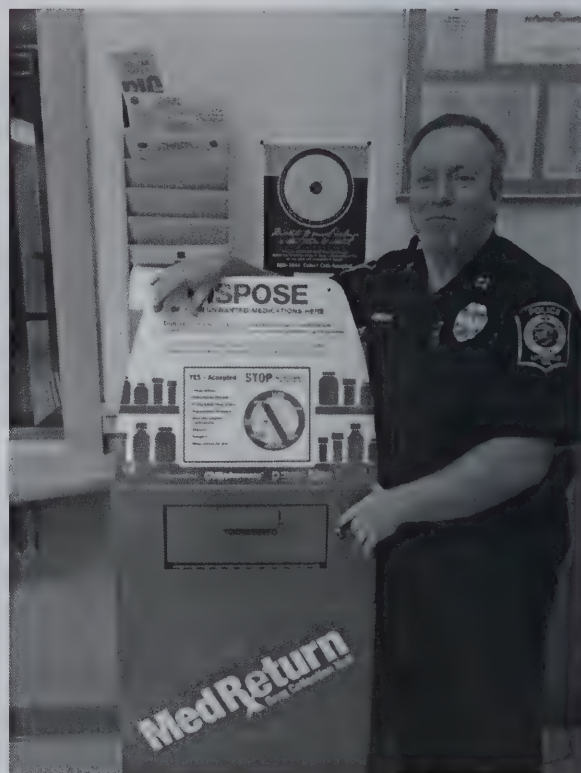
We are pleased to announce the opening of a DRUG DROP BOX in the town hall. You may drop off prescription, prescription patches, prescription medications, over-the-counter medications, vitamins, samples and medications for pets. You may not drop off needles, aerosol cans, inhalers, hydrogen peroxide, or ointments or liquids. The Town Hall Lobby area is open Monday through Friday 7am-11pm. We thank CVS for the donation of the drop box.

The police department would not be what it is today without the continued support of the other town departments and their staff. I would like to personally thank the Selectmen's Office, Town Administrator, Fire Department, Road Agent, Town Clerk/Tax Collector, Litchfield Schools, and Code Enforcement for their support throughout the year. A special "thank you" to Selectman John Brunelle for all the volunteer hours he does at the police department keeping our IT department running smooth.

In closing, it is a pleasure to continue to serve in the community of Litchfield. The support of the residents and business owners towards the police department is much appreciated by all of us that protect and serve you. I would be remiss if I did not thank all of the staff at the police department for their dedication to the safety of the residents of Litchfield.

Respectfully,

Joseph E. O'Brien, Jr



POLICE DEPARTMENT

(continued)

Report of the Captain

The Captain reports directly to the Chief of Police and is responsible for overseeing Patrol, Detectives, and Prosecution. The Captain is responsible for the supervision, training, and control of all officers, as well as the efficiency and effectiveness of the department. Some of the training classes officers attended in 2014 included Taser, Use of Force, Domestic Violence, and Firearms skill builder. Firefighter Jim Rae of the Litchfield Fire Department recertified the police officers in CPR training. The various training classes are important for career development and allow the officers to have the competence to make critical decisions in difficult situations.

Legal

Adult and juvenile cases are prosecuted by Attorney Lonnie McCaffrey. The legal bureau handles violations, misdemeanors, felony probable cause hearings, as well as juvenile matters at the Merrimack District Court. Typical cases that have been prosecuted are DWI, Simple Assaults, Possession of Drugs and Motor Vehicle Violations. Any Felony case is brought to the 9th Circuit Court District Merrimack for an arraignment and followed up by a probable cause hearing. The case is then prepared and submitted to the Hillsborough County Attorney's Office for prosecution. Attorney McCaffrey presents felony indictments to the Grand Jury at the Hillsborough County South Superior Court for Litchfield cases.

Detective Bureau

Some investigations are in too in depth and time consuming for an officer to devote attention away from patrol. Child abuse and sexual assaults are typical cases that will be turned over from patrol to a detective. A detective investigates property crimes such as thefts and criminal mischief's which are slightly higher, and Burglaries which are slightly lower for this past year. Nineteen burglaries were investigated by the detective bureau. The drug cases continue to occur and involved prescription pills, marijuana, and heroin. Heroin overdoses resulting in death have been on the rise. Fraud and scam cases continue to be reported by Litchfield residents who had their identity compromised. The detective bureau continues to work with various local, state, and federal agencies concerning criminal cases of mutual interest. Two separate cases of Child Pornography were investigated in conjunction with the Internet Crimes Against Children Task Force (ICAC) resulting in the execution of search warrants and felony arrests.

Communications Division

The communications function for the department is handled by two full time dispatchers. The dispatchers are the public's first point of contact with the department. The patrol officers use dispatch as an information link during routine calls for service as well as critical incidents and traffic stops. The department's lobby and dispatch function is open Monday through Friday from 7:00a.m. to 11:00 p.m., holidays excluded. At all other times, the dispatching function is handled by the Hillsborough County Sheriff's Department in Goffstown.

Patrol

The patrol division is supervised by Sgt. Benjamin Sargent and Sgt. Timothy O'Donaghue. The patrol officers continue to deliver effective, professional service to the citizens of Litchfield. Many more warnings were issued than summons (tickets) for motor vehicle infractions. Motor vehicle enforcement has an effect of deterring other types of criminal activity as well as being a reason for the low number of traffic crashes involving serious bodily injury here in Litchfield.

POLICE DEPARTMENT

(continued)

2014 OFFENSE LOG STATISTICS

	2014	2013		2014	2013
Arrests			Issuing Bad Checks	7	5
Adult	90	113	Loitering	1	0
Juvenile	25	19	Lost Property	0	8
Protective Custody	10	5	Medical Emergency	85	83
Abandoned 911 Calls	29	32	Missing Person	3	7
Alarms	143	171	Neighbor Dispute	1	4
Alcohol, Prohibited Sales	2	4	Noise Complaint	23	31
Alcohol, Unlawful Possession	6	5	Obstructing Report of a Crime	2	1
Animal Involved Incidents	19	137	Open Door/Unsecured Building	0	0
Arson	0	1	Paperwork Service	241	198
Assaults (All)	35	46	Pawn Shop Sales	57	46
Attempted Suicide	1	1	Pistol Permit Application	208	238
Bench Warrant	2	3	Police Information	97	128
Burglary	19	25	Police Service	36	153
Burglary, Attempt to Commit	1	6	Pornography, Child	2	3
Bylaws as to Non Attendance, School	0	0	Receiving Stolen Property	2	3
Civil Standby	44	35	Recovered Property	1	0
Computer Related Crime	1	1	Resisting Arrest	3	7
Criminal Mischief	48	54	Robbery	0	0
Criminal Threatening	13	6	Robbery, Armed	1	0
Criminal Trespass	20	8	Robbery, Armed, Conspiracy to Commit	0	0
DWI (ALL)	25	39	Runaways	0	5
Default/Breach of Bail Conditions	2	4	Sex Offenders, Registration of	13	14
Department Assist	1	39	Shoplifting	0	1
Destruction/Vandalism	48	53	Shots Fired	0	0
Detaining Books, Overdue Matter	0	0	Stalking	13	1
Dog Control/Running at Large	11	10	Suicide	1	1
Dog a Menace, Nuisance/Vicious	4	3	Suspicious Activity	108	126
Dog, License Required	1	2	Suspicious Persons	49	40
Domestic Disturbance	17	44	Suspicious Vehicles	114	137
Drug Law Violation	31	26	Theft	32	29
False Information	3	0	Theft by Deception	8	1
False Report to Law Enforcement	3	0	Theft from a Motor Vehicle	15	5
Felon/Possession of Dangerous Weapon	0	0	Theft of a Motor Vehicle	2	4
Fire	4	10	Tobacco Violations	6	1
Fire Code Violations	0	0	Town Ordinance Violations	1	0
Fireworks, Display of	0	4	Truancy	0	0
Fireworks, Possession of	0	0	Unlawful Activities (Littering)	1	0
Forgery	0	1	Unruly Juvenile	3	13
Found Property	12	15	Untimely Death	4	4
Fraud, Attempt to Commit	1	5	Unwanted Person	1	14
Fraudulent Use of Credit Card	4	6	Vehicle Repossession	0	0
Harassment	19	19	Violation of Protective Order	6	5
Hindering Apprehension	01	0	Welfare Check	165	58
Identity Fraud	11	6	Wire Fraud, Attempt to Commit	0	0
Involuntary Emergency Admission	2	3	Business Checks	11,605	10,713
			*New Data Total Calls Handled	22,268	22,089

ANIMAL CONTROL

Litchfield Residents:

This report summarizes the activities of the Litchfield Animal Control Department, for Calendar year 2014.

A few reminders for dog owners:

1. All dogs must be Licensed by April 30th of each year
2. All dogs must have an updated rabies vaccination
3. All dogs must be secured at all times
4. Dogs are not allowed to bark more than 30 minutes during the day or at all during the evening hours.
5. Dog Licenses are available at the Town Clerks office starting in January 2015

If you have any questions on these, or any other animal related questions, please contact the Animal Control Officer 424-4047.

Respectfully Submitted,

Gerry Pilon
Litchfield Police
Animal Control Officer

<u>Civil Summons</u>	<u>2013</u>	<u>Revenue</u>	<u>2014</u>	<u>Revenue</u>
Unlicensed Dog	94	\$2,350.00	61	\$1,525.00
Dogs Running at Large	0	\$0.00	4	\$100.00
Nuisance	1	\$25.00	0	\$0.00
Menace	0	\$0.00	0	\$0.00
Vicious	2	\$200.00	1	\$100.00
No Tags	0		0	
Rabies Vaccination	50	\$1,250.00	0	\$0.00
Kennel Fees	0	\$0.00	5	\$180.00
To appear in court	2	\$0.00	0	\$0.00
Service Fee	75	\$375.00	52	\$260.00
Total	224	\$4,200.00	123	\$2,165.00



ANIMAL CONTROL

(continued)

	<u>2013</u>	<u>2014</u>
WARNINGS		
Unlicensed Dog	26	10
Dogs Running At Large	39	40
Nuisance	16	14
Menace	2	0
Vicious	0	0
No Tags	3	2
Rabies Vaccination	2	0
Total	88	66

WILD ANIMAL CALLS

Bat	5	9
Bear	0	12
Beaver	0	1
Bird	5	8
Coyote	12	13
Deer	27	36
Fisher	13	6
Fox	15	14
Goose	0	0
Horse	5	7
Opossum	5	5
Porcupine	1	1
Raccoon	9	11
Skunk	13	12
Snake	3	1
Squirrel	0	4
Turkey	0	1
Turtle	2	0
Woodchuck	17	12
Other	5	2
Animals tested for Rabies	0	0
Birds tested for West Nile	0	0
Trap Set for Wild Animal	0	0
Disposal of Wild Animal	13	0
Total	150	155

OTHER CALLS FOR SERVICE	<u>2013</u>	<u>2014</u>
Calls about Cats	23	19
Cat Bites or Scratches	0	2
Cats Hit By Motor Vehicle	0	0
Cats Euthanized	0	0
Feral Cats	1	2
Traps set for cats	1	0
Dog Bites	7	5
Dogs Hit By Motor Vehicle	0	0
Dogs Left In Motor Vehicle	0	0
Dogs to another shelter	0	0
Dogs Euthanized	1	0
Dogs Tested For Rabies	0	0
Dogs Picked Up	37	31
Dogs Brought To Kennel	24	17
Total	93	76

LICENSED DOGS	1,672	1,725
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TELEPHONE

In Station	138	106
Out Station	133	90
In Home	49	56
Out Home	48	55
Total	368	307

HOURS WORKED

In Town	452	519
At Home	260	376
At Kennel	24	29
Training	4	12
Total	740	936

VEHICLE

Mileage	3,929	3,784
Cost For Gas	\$2,335.00	\$2,298.00



FIRE DEPARTMENT

2014 was another very successful and productive year for the fire department. Based on the positive feedback and results of our emergency medical services training program initiated in 2013, we began a similar fire training program in 2014. After a request for proposals, Innovative Fire Training Consultants was hired to provide several of the department's fire training topics during the year. These included a full day of ice rescue training, as well as evening trainings on self contained breathing apparatus, forcible entry and incident management programs.



March 2014 Ice Rescue training



Forcible Entry training using the NH Fire Academy training prop

The department also was offered to opportunity to utilize the Eastern Propane training facility in September and received two evenings of training from Eastern personnel on handling flammable gas emergencies.

Several members attained advanced training levels in both fire and emergency medical services.

FIRE DEPARTMENT

(continued)



September Flammable Liquids training

At the present time all non-probationary LFD personnel are certified firefighter 1 with many holding firefighter 2 or higher certification. Many hold specialty training (Hazardous Materials, Ice Rescue, Swift Water Rescue, etc). Of the 35 members of the department, 25 are Nationally Registered Emergency Medical Technician (NREMT) or hold higher levels of licensure to provide emergency medical care. Currently 16 are EMT's, 7 are advanced EMT's and 2 are Paramedics. All are required to complete annual continuing education and skill recertification.

As part of the departments Capital Improvement Program (CIP) one of the critical needs identified was replacement of our self contained breathing apparatus (SCBA). The current SCBA's were purchased in 2002. The compressed air cylinders which allow firefighters to breathe clean air and work in environments that are not immediately dangerous to life and health have a 15 year life span. Most of ours were manufactured in 2001 which means that they will reach their end of service life very soon. As such, we worked with five other surrounding departments to apply for a regional grant through the Assistance to Firefighters Grant program. Unfortunately we were not successful in our request. This year we have applied for the same program as a single again in hopes of being awarded a grant to offset the cost of replacing these critical tools. As a contingency plan, there is also a warrant article to allow the purchase from unreserved fund balance should we not be awarded the grant. We would ask for your support of this article.

Spring of 2014 brought a couple vehicle maintenance challenges for the department. The 1999 explorer used for fire prevention, training and on-call coverage did not pass inspection and was removed from service and sold at auction. During annual motor vehicle inspections, severe corrosion of the underbody of the Forestry pick-up bed that carries the forestry tank and pump

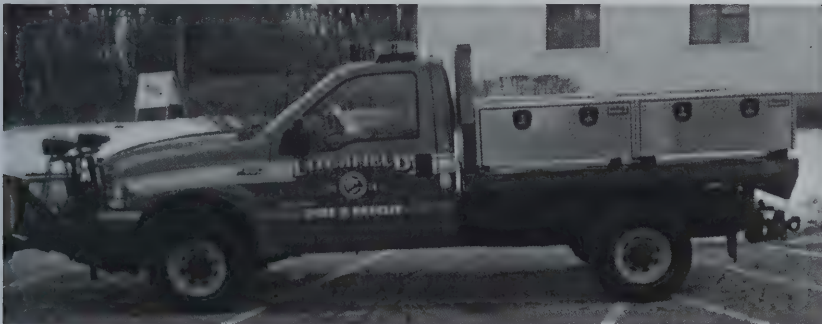
FIRE DEPARTMENT

(continued)

required replacement. Since this vehicle is stored outside and a standard pick-up bed does not provide any protection for the tools and equipment, a flat bed body was installed with tool boxes along the sides to protect and secure the forestry equipment. Due to the weight of the water carried, tools, equipment and personnel this vehicle is over its rated capacity.



Forestry 1 prior to bed replacement.



Forestry 1 with replacement bed.

As a solution to both issues, we have proposed purchasing a used cab and chassis that will have a gross vehicle weight capable of carrying the 3000+ pounds of forestry equipment, water and ancillary equipment.

Weight estimates:

Forestry unit (tank and pump)	500 lbs.
Water 216 gallons (216@8.34 lbs)	1800 lbs
Forestry tools and equipment	200 lbs
Hose, foam, portable pumps, etc	300 lbs
Firefighter's w/gear (2@250 lbs)	<u>500 lbs</u>
Estimated total weight	3300 lbs

Article 8 will allow the department to acquire a used chassis with a gross vehicle weight capable of carrying the weight of the forestry equipment. The current truck would be retained as a utility vehicle and used for the same purposes as the explorer was as well as picking up dirty

and contaminated equipment (hose, SCBA's, tools, etc.) after a fire; as well as emergency access to homes and buildings during snow storms. This will also allow us to tow our trailer

FIRE DEPARTMENT

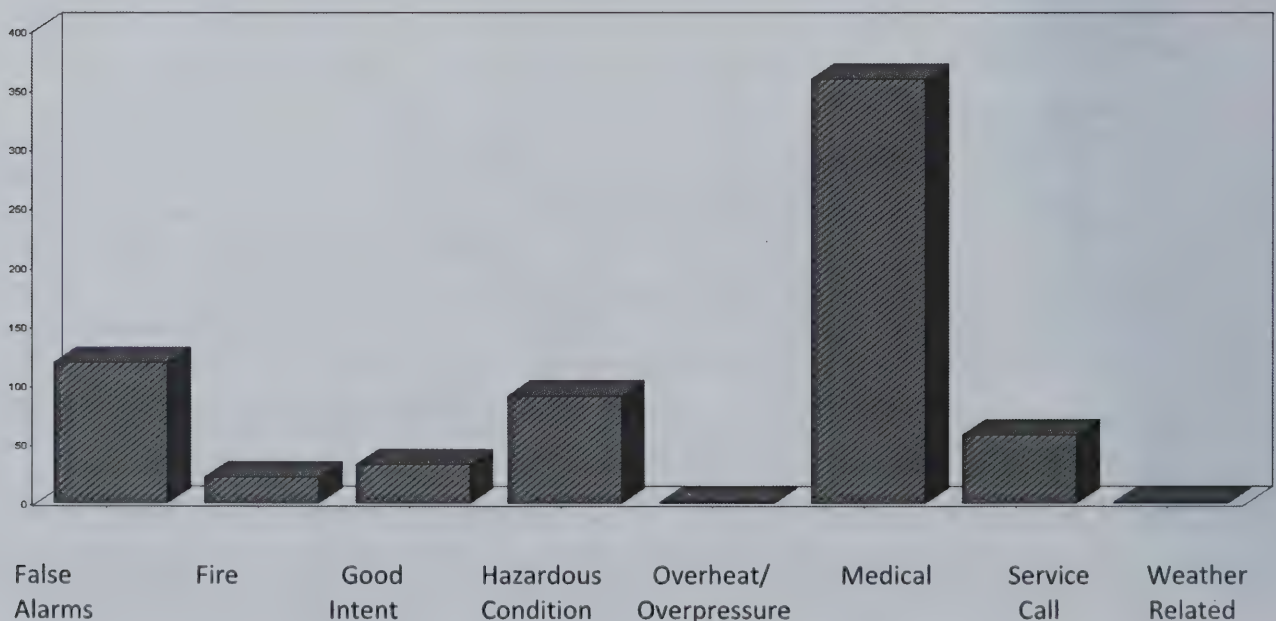
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(boat, light tower, special operations) units without having to remove forestry equipment or water from the tow vehicle. The decision to purchase used is primarily based on the amount of use that the forestry vehicle gets and the fact that most of that use is off road where it can be subjected to narrow paths and uneven terrain. Quite frankly, to purchase a new vehicle for this purpose is not economically sound.

The capital improvement analysis also identified the need to address apparatus replacement and fire station space and modernization needs. While Litchfield's apparatus is in good shape, two of the four engines are more than 20 years old. A comprehensive replacement program needs to be established to ensure that apparatus is replaced in a timely and fiscally prudent manner.

The fire station has also reached a critical point where there is not enough space for current needs let alone the rapidly changing needs of the fire service. A comprehensive assessment of the current facility should be completed in order to provide a plan of action to resolve the space needs, accessibility and provide a healthier and safer facility for the employees. The current facility lacks adequate office, training, gear and equipment storage space, vehicle exhaust removal system and fire sprinkler system. In addition, it has considerable energy efficiency and electrical needs.

As in the past, members of the department provided first aid and CPR training for several different organizations resulting in over 100 people certified or recertified in CPR and Automatic External Defibrillator (AED). We continue to offer car seat installation inspections assisting parents and grandparents in the proper installation of child safety seats. The department offers a wide variety of programs for the community, some of which include: Basic first aid, CPR and AED, Car Seat safety inspections, Seasonal fire permits program and inspections and School safety and fire drill programs.



FIRE DEPARTMENT

(continued)

The department responded to a total of 684 emergency requests for service in 2014. Medical calls attributed the largest percentage of our calls. The year's calls are broken down by incident

Year	Incident Total	Year	Incident Total
1985	198	1999	376
1986	212	2000	456
1987	265	2001	449
1988	233	2002	513
1989	245	2003	488
1990	266	2004	556
1991	283	2005	620
1992	300	2006	707
1993	278	2007	823
1994	337	2008	913 (2 week Ice Storm)
1995	333	2009	721
1996	???	2010	778
1997	380	2011	786
1998	401	2012	564
		2013	520
		2014	684

I will close this report by extending my heartfelt thanks to the members of the department for their ongoing commitment and dedication to the community. I am honored to lead such a great group of dedicated firefighters who selflessly give of themselves to protect the community 24 hours a day 7 days a week, 365 days a year.

We are always looking for individuals interested in serving their community. No experience required, all you need is the commitment and dedication, we will provide everything else. Come join the Litchfield Fire family!

*We would also like to thank you, the residents for your continued support of **your** fire department!*

Yours in Safety,



Francis X. Fraitzl, III, EFO, CFO
Fire Chief

FIRE DEPARTMENT

(continued)

Report of Forest Fire Warden and State Forest Ranger

Your local Forest Fire Warden, Fire Department, and the State of New Hampshire Division of Forests & Lands, work collaboratively to reduce the risk and frequency of wildland fires in New Hampshire. To help us assist you, please contact your local Forest Fire Warden or Fire Department to determine if a permit is required before doing ANY outside burning. Under State law (RSA 227-L:17) a fire permit is required for all outside burning, unless the ground is completely covered with snow. The New Hampshire Department of Environmental Services also prohibits the open burning of household waste. Citizens are encouraged to contact the local fire department or DES at 603-271-1370 or www.des.state.nh.us for more information. Safe open burning requires diligence and responsibility. Help us to protect New Hampshire's forest resources. For more information please contact the Division of Forests & Lands at (603) 271-2214, or online at www.nhdf.org.

This past fire season started in early April with the first reported fire on April 7th. April, which is the traditional start to our spring fire season, began very dry with unseasonably dry conditions continuing through the entire month. This dry pattern continued through the first half of May. 80% of our reported fires this season occurred during this six week period. The largest fire was 24 acres, occurring in the town of Tamworth. From mid May through early September, above average rainfall kept our total acreage burned statewide at 72 acres. This is the smallest amount of acreage burned statewide in several years. Late August through late September though brought a dry trend to northern areas, resulting in several deep-burning remote fires. Our fire danger days correlated well with the days that there were fires actually reported. The statewide system of 16 fire lookout towers continues to operate on Class III or higher fire danger days. Our fire lookouts are credited with keeping most fires small and saving several structures due to their quick and accurate spotting capabilities. The towers fire spotting capability was supplemented by the NH Civil Air Patrol when the fire danger was especially high. Many homes in New Hampshire are located in the wildland urban interface, which is the area where homes and flammable wildland fuels intermix. Several of the fires during the 2014 season threatened structures, and a few structures were burned, a constant reminder that forest fires burn more than just trees. Homeowners should take measures to prevent a wildland fire from spreading to their home. Precautions include keeping your roof and gutters clear of leaves and pine needles, and maintaining adequate green space around your home free of flammable materials. Additional information and homeowner recommendations are available at www.firewise.org. Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

SOUTHEASTERN NEW HAMPSHIRE HAZARDOUS MATERIALS DISTRICT

About the District:

The Southeastern New Hampshire Hazardous Materials Mutual Aid District's membership is comprised of 14 communities, covering approximately 350 square miles with a population of over 175,000 people. The District was formed in 1993 to develop a regional approach for dealing with the increasing amounts of hazardous materials being used and transported within these communities. This District is recognized by the State of New Hampshire as the Regional Emergency Planning Committee (REPC) for the member communities. The REPC, consisting of representatives from local government, industry, and the general public, works with industry to insure their compliance with federal regulations for the reporting of chemicals used within and traveling through the District.

The District draws its funding from an annual assessment from each community as well as from grants and donations. The 2014 operating budget for the District was \$113,882.00. Additionally, in 2014 the District applied for and received federal grants for equipment, training, and operational expenses totaling \$107,589.58. The Fire Chiefs from each of the member communities' make-up the Operations Committee of the District. The Operations Committee is overseen by a Board of Directors consisting of elected representatives from each community. It is the Board of Directors who approves the budget and any changes to the bylaws of the District. The Executive Board of the Operations Committee, which consists of the Chairman, Vice-Chairman, Treasurer, Technician Team Liaison, and one Member at Large, manages the operations of the District within the approved budget. The District employs a part-time REPC Director to manage the administrative functions of the District, including grants management, financial management, and emergency planning.

District Facility

The District maintains a facility in Windham that provides space to house two response trucks, technician trailer, and operations trailer, as well as provide office and meeting space for the REPC Director. In addition, the District is able to utilize the facility for monthly training for the Emergency Response Team.

The Emergency Response Team:

The District operates a Technical Emergency Response Team. This Response Team is overseen by one of the member community's Chief Fire Officer who serves in the Technical Team Liaison position. The Team maintains a three level readiness response posture to permit it to immediately deploy an appropriate response to a District community's request for help involving an unplanned release of potentially dangerous chemicals within their jurisdiction. While the Team primarily prepares for response to unplanned accidental chemical releases it is also equipped and trained to deal with a variety of Weapons of Mass Destruction (WMD) scenarios. The team maintains a host of specialized response equipment to deal with chemical and environmental emergencies.

The Emergency Response Team is made up of 31 members drawn from the ranks of the fire departments within the District. The Team consists of 6 Technician Team Leaders, 20 Technician Level members, 3 Communication

SOUTHEASTERN NEW HAMPSHIRE HAZARDOUS MATERIALS DISTRICT

(continued)

Specialists, and 1 Information Technology Specialists. In addition to members drawn from member fire departments, the team also includes an industrial chemist from a local industry.

The Team maintains a fleet of vehicles and specialized equipment with a value of approximately \$1,000,000. The vehicles consist of a Mobile Command Support Unit, two Response Trucks, three Spill Trailers, a Technician Trailer, an Operations/Spill Trailer and a Firefighting Foam Trailer.

This mobile apparatus carries the team's equipment which includes chemical detection and identification instruments, containment supplies, plugging, patching and intervention supplies, communication equipment, computer based and other chemical reference guides as well as chemical protective equipment. The two Response Trucks along with the Technician and Operations Trailers are housed in our Windham facility, while spill trailers are located in Derry, Hooksett and Plaistow, allowing for rapid deployment. The Command Support Unit is housed at Londonderry Fire and the Foam Trailer is housed by Salem Fire. Activation of the team is made by the request of the local Incident Commander through the Derry Fire Department Dispatch Center.

Response Team Training

In 2014 the Emergency Response Team completed 1490 hours of training consisting of monthly training drills and specialized classes attended by team members. These specialized classes included Computer Aided Management of Emergency Operations (CAMEO), Homemade Explosive Devices and Response to Rail Car Emergencies.

The Team also provided 55 hours of instruction to member fire departments, in various subjects, including use of the Emergency Response Guidebook, basic spill control and containment, decontamination, chemical protective equipment, and response to suspicious/unknown packages or substances.

Emergency Responses

In 2014 the Team responded to twelve incidents within the District. These incidents included requests for technical assistance for member departments where a Response Team Leader provided consultation to the fire department on the handling of an incident. Additionally, team responses included spill trailer responses for hydrocarbon fuel spills and assisting the local police departments with identifying unknown substances. District resources were also utilized to support local fire departments, including the mobile command post, at large incidents and portable shelters to support firefighter rehab.

For further information about the Southeastern New Hampshire Hazardous Materials District please visit our website at www.senhazmat.org

PLANNING BOARD

The Litchfield Planning Board is made up of volunteer town residents who are appointed by the Board of Selectmen to serve the Town by guiding and making recommendations related to the development of the municipality. The members and alternates meet every 1st and 3rd Tuesday of each month throughout the year. The members and alternates listed below are supported by Nashua Regional Planning Commission (NRPC) for guidance in drafting and implementing local land use laws and monitoring State and Federal laws impacting the Town.

Over the past year, the Litchfield Planning Board has been involved in several projects. The Board has been working on updating the Impact Fees methodologies and schedules. Additionally, the board reviewed and approved the first Conservation Open Space Development subdivision since this amendment was adopted in 2010. This ordinance was enacted to enhance and protect the health, safety, convenience, and general welfare of the residents of Litchfield while encouraging flexibility in the design and development of land, promote environmentally sound planning, conserve open space, retain and protect important natural and cultural features, provide for efficient use of land and community services, and preserve the traditional rural character of Litchfield to advance the goals stated in the master plan. This subdivision was 12 lots with a total of 57 acres of open space.

Following are highlights of the items worked on by the Planning Board in 2014:

Planning Board Zoning Ordinances:

Some components of The Town of Litchfield Zoning Ordinances were updated in 2014. Some changes include the district boundaries for the Highway Commercial District (Route 102) and the Southwestern Commercial District (3A), along with updated performance standards.

Multi-Family Residential Overlay District:

The Planning Board decided that the Multi-Family Residential Overlay District will be put forth again at Town Meeting to ensure the town is in compliance with State law. The statute requires multi-family residential construction be allowed in every town & municipality. The proposed district would permit multi-family homes in the northern and southern ends of town and requires a minimum of 2 acres of land. Multi-family structures would be required to be designed consistent with the town's single family character. The minimum lot size proposed is 2 acres for the first 3 dwelling units, with an additional 5,000 square feet required for each additional unit and no more than 6 dwelling units may be permitted in any one structure. The proposed district boundaries are the Residential, Commercial, and Transitional Districts north of Leach Brook and the Residential, Commercial and Transitional Districts east of 3A and south of Chase Brook, west of Albuquerque Ave, then south of Page Road.

Impact Fee Ordinance Amendments:

Over the past couple years the Litchfield Planning Board has been working to review and update both the Impact Fee Ordinance and Fee Schedules. The Board is proposing a complete overhaul of both to clarify and modernize the process. The two separate Impact Fee Ordinances that exist today (Sections 1300 and 1400 of the Zoning Ordinance) are proposed to be replaced with a single ordinance that consolidates both sets of provisions, reorganizes content to clarify the process, and update select provisions to meet current

PLANNING BOARD

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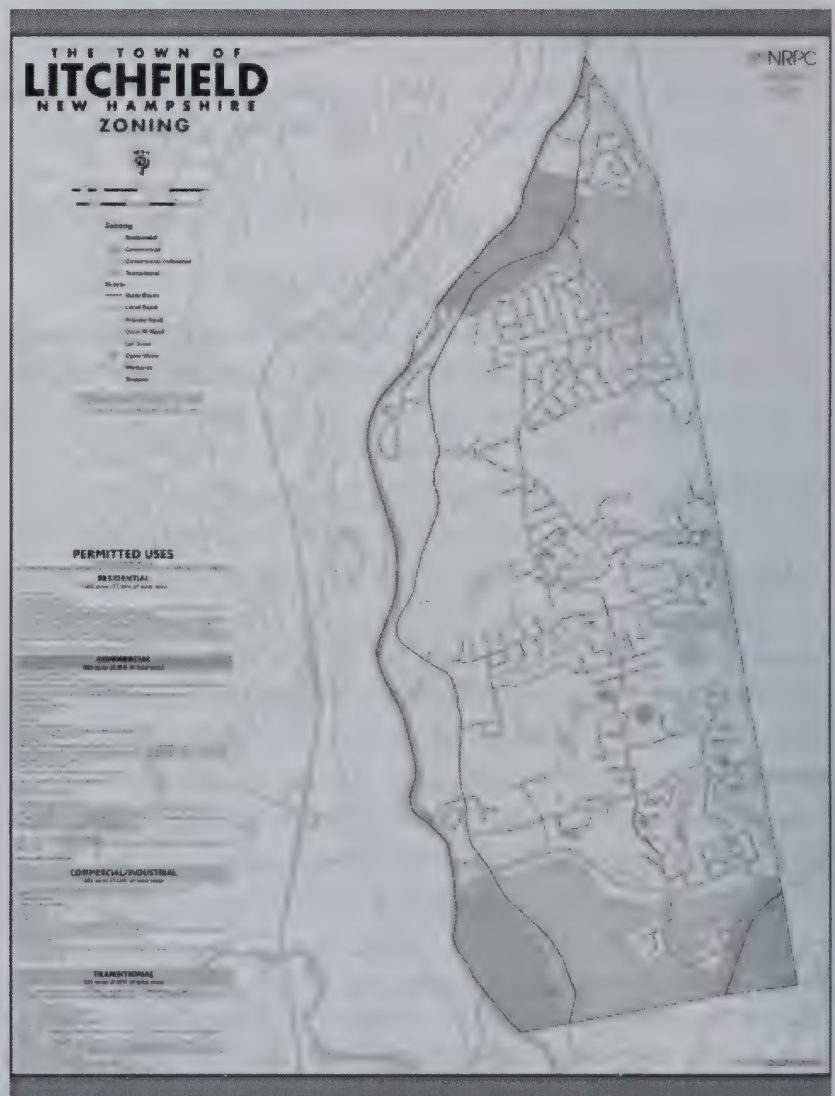
state law, practices and standards. Section 1300 is used as the basis for the merged provisions and language unique to Section 1400 has been incorporated as applicable.

Accessory Dwelling Unit Ordinance Amendments:

The Town's Accessory Dwelling Unit ordinance (Section 507 of the Zoning Ordinance) was adopted in 2012. Since that time, as part of the building permit application review process, it has become apparent that the maximum of 650 square feet for an accessory unit is not always adequate – particularly in instances where a handicap accessible design is needed or there may be 2 people living in the unit. The proposed amendment seeks to increase the maximum size of such units from 650 to 800 square feet.

Respectfully submitted,

Michael Caprioglio, Chairman
Thomas Young, Vice-Chairman
Kevin Bourque, Selectmen's Rep.
Bob Curtis
Michael Croteau
Russell Blanchette
Jason Guerrette (alternate)



RECREATION COMMISSION

The Litchfield Recreation Commission (LRC) was established by the Town in 2000, pursuant to State law RSA 35-B. The LRC provides leadership for the Town's Parks and Recreation Department. Unlike most towns in the local metropolitan area, Litchfield has no professional parks and recreation director or administrative staff, so all of the efforts in running this department and carrying out recreational programs are accomplished by volunteers, local organizations, and contractors.

The LRC is composed of seven full members (one of which is a Selectman ex-officio appointment) and four alternates. At the start of 2014, the LRC was comprised of six full members. We lost one full time member, Betty Darling, who we thank for her enormous help over the years. She has continued to volunteer her help with many of our programs. Jessica Philbrick became a full member in Betty's place. Steve Perry joined us as the Selectman ex-officio. John Bryant continued as the Chairman of the Commission, with Andy Collins continuing as Vice-Chair. We currently have 4 alternate positions available. Our current schedule for meetings is the 2nd and 4th Tuesdays of each month at 7:30pm at Town Hall.

Mr. Ben Arria continued as Custodian/Groundskeeper on a part-time basis for a total of 10 hours per week. He was the only person employed by the Parks and Recreation department in 2014. The Commission publicly thanks Ben for his dedication and service again this year. He continues to keep Talent Hall and the various parks in good repair and cleanliness, including restocking supplies, removing ice and snow around Talent Hall, making numerous minor repairs, and repainting walls. He continues to give of his time beyond his scheduled hours to assist us in various programs throughout the year.

Fields, Facilities, and Partnerships

The LRC interacted with Town schools, civic organizations, and local sports leagues to cooperatively provide recreational opportunities. The LRC acts as an approval and scheduling authority for field and facility requests, sets rules for proper usage and access, and provides for maintenance of fields and facilities. Those facilities under the LRC's jurisdiction in 2014 were the same as in past years.

Roy Memorial Park (2 Woodhawk Way), including Talent Hall and all park grounds including the new pavillion

Scott F. Innes Sr. Field, formerly known as "Brickyard Field" (Brickyard Drive)

Corning Road baseball fields (Brook Road)

Jeff Lane baseball fields

Public tennis courts (Albuquerque Avenue)

Litchfield Park at Sawmill Brook

It should be noted that the LRC only has authority over Town-owned recreational properties and facilities. It does not have authority or responsibility for those owned by the School District, Conservation Commission, privately-owned properties, and Darrah Pond proper (the water body itself, which by State law is the property of the State of New Hampshire).

To provide and maintain fields and facilities, the LRC relies on contracted services for field mowing and maintenance, landscaping, major repairs, and professional services such as inspections. Other paid services include trash removal, chemical toilets, and utilities for electricity, water, and propane.

RECREATION COMMISSION

(continued)

A significant amount of volunteer efforts and in-kind contributions were and continue to be made by many individuals and organizations, helping to offset costs while improving facilities and quality of life here in Litchfield. Those listed below are the local organizations that LRC interacted with this year, demonstrating some of the recreational opportunities and benefits provided to the Town through these partnerships (in alphabetical order):

Bootcamp at Darrah Pond	Litchfield Arsenal Travel Baseball Team
Litchfield Baseball Association	Litchfield Blast Travel Softball Teams
Litchfield Girl Scouts	Litchfield Girls Softball League
Litchfield Lions Club	Litchfield School District
Litchfield Pickleball Association	Litchfield Playgroup
Litchfield Recreational Basketball League	Litchfield Seniors Group
Litchfield Youth Lacrosse League	Litchfield Youth Soccer Association
Litchfield Youth Wrestling	St. Francis School

The above organizations provided a mix of recreational events and services during the year:

Youth sports instruction and clinics
Youth sport games and tournaments
Adult recreational activities
Adult fitness program
Senior citizen recreational activities
Family-fun days
Entertainment events such as comedy nights, talent shows, and concerts
Civic events such as fundraisers, cancer and hunger walks
Scholarships to graduating CHS seniors

LRC Projects in 2014

In 2014 the LRC opened the new pavilion located at Darrah Pond. Thank you to all who were involved in the project – from funding to donating supplies, and for the labor of building the pavilion. Our goal is to add other activities and facilities as space and funding permit in the years to come, creating a facility with something to offer to all age groups and interests.

The courts at Darrah Pond had four new basketball hoops installed by the Litchfield Recreational Basketball League.

We held our 2nd annual Litchfield WinterFest at Darrah Park in February of 2014. An estimated 600+ residents took part in the various activities. The event began with a night of children's activities and movie night at Talent Hall and continued with events on Saturday including sled dog rides, kids snowmobile rides, a residents vs responders hockey game, chili cook off and a bake sale. There was also the premier of the annual 5K run and 2K kid run. Other events included a mechanical bull, cornhole tournament, pancake breakfast on Sunday morning, archery, ice fishing and snowshoeing. Special thanks to Commissioners Keith Buxton and Colleen Gamache for taking the lead and recruiting a great group of community volunteers to make this event happen.

RECREATION COMMISSION

(continued)

A group of volunteers again built a skating rink at Darrah which was open for public skating. Families, individuals and groups wishing to play hockey all used the rink. We received many positive comments from residents who appreciated an in-town skating area.

Litchfield's 2nd Annual Turkey Bowl was held on the Sunday after Thanksgiving Day, 2014. The game was moved to Sunday due to a snowstorm and power outage on Thanksgiving Day. We had a great turnout again and this year the North side was victorious, despite having to play on the South side home field due to the snow at Litchfield Park. Will the South side or the North side come out victorious in 2015 to break the tie?

Litchfield's 1st cornhole tournament was held in September, as a fundraiser with the Litchfield Girls Softball League. There was a huge turnout and the funds raised were used to replace the concession stand at Darrah.

Our Seniors Group continued to be very active in 2014. The group meets on a regular basis for luncheons, entertainers, speakers and many other activities. This group is led by Betty Darling and Pat Jewett.

The Litchfield Playgroup continues to meet weekly at Talent Hall. They held another successful Easter Egg Hunt at Roy Memorial Park/Talent Hall last spring. They can be found on Facebook for additional information.

The Litchfield Pickleball Association continues to grow rapidly. They also contribute funds on a regular basis, so that the Recreation Commission can help to fund events such as the Easter Egg hunt. Their donations also helped greatly in the construction of the Pavillion at Darrah.

In the fall of 2014 Kevin Lynch again led the effort of obtaining hundreds of hours of manual labor from a program offered by the NH Department of Corrections. The project included continuing the clearing of trees/brush at our recreational fields and painting the interior of Talent Hall.

The Commission is always interested in hearing of other activities that residents have an interest in. Please contact us with ideas or suggestions or to offer to help with our programs. You can reach us by email at rc@litchfieldnh.gov or on Facebook. You can also visit our website at www.litchfieldrec.com

In closing, it is the Litchfield Recreation Commission's mission to promote and increase recreational opportunities in our Town; to keep our Towns' recreational facilities open, safe, and cost-efficient within available funding; and manage to the best of our abilities the Town's available resources for parks and recreational purposes. We encourage any residents interested in improving Litchfield's recreational services to consider joining the Recreation Commission (contact Town Hall for further information).

--Submitted by the 2014 Litchfield Recreation Commission:

John Bryant, Chairman
Sandy Vance, Secretary
Keith Buxton, Member
Steve Perry, Selectman ex officio

Andy Collins, Vice-Chairman
Jess Philbrick, Member
Colleen Gamache, Member

MOSQUITO CONTROL DISTRICT

The Litchfield Mosquito Control District with our vendor continues to try and prevent mosquito borne illnesses like EEE and WNV as well as tick disease like Lyme disease in our community. This year in N.H., we had 3 human cases and 3 animals test positive for EEE and no human or animals tested positive for WNV. The Litchfield Mosquito Control District was fortunate to win a mosquito week competition sponsored by the American Mosquito Control Association which ran from June 22nd through June 28th for our efforts on mosquito awareness and prevention (some states participating were Connecticut, Oregon, and Texas); the winner received a full 1 year membership. I would also like to thank our area businesses for distributing our flyers on mosquito control and prevention and tick disease as well as our 3 area school's Principals and school Superintendent Dr. Brian Cochrane. In conclusion, the Litchfield Mosquito Control District could not continue without the dedication of our town residents Vice Chairman Dave Tate and former Selectmen and District member Al Raccio.

Respectfully Submitted,

Chairman John Latsha



AARON CUTLER MEMORIAL LIBRARY

The mission of the Aaron Cutler Memorial Library is to offer the community materials, programs, and services, in a pleasant and welcoming environment, which will provide learning support for elementary, middle and high school students; satisfying recreational experiences; and opportunity for personal growth and development. To this end, the library provided patrons of all ages with:

- many avenues, both in-house and online, to gather the supplemental information needed to complete assignments;
- high demand best selling fiction, non-fiction and movies;
- pleasure reading to promote lifelong learning;
- the opportunity to study a variety of subjects for personal edification; and
- a variety of programs and events to engage the mind, entertain, and spark creativity.

Library Use

Borrowed 38,927 library items

Counted 21,203 visits to the library

Hosted 6,069 patrons at 338 library programs

Added 255 new patrons

Library Resources

In-House Resources

The library holds 15,314 materials in a variety of formats including: print, audiobooks, magazines, newspapers, movies and computer programs.

1132 new materials were cataloged and added to the collection. 1,050 of these items were purchased; 82 items were donated.

376 out-of-date, lost, damaged, and non-circulating materials were withdrawn.

Internet ready computers equipped with Microsoft Word, Excel and Power Point were provided for use, and an Early Literacy Station, equipped with 50 educational software programs for children ages 2 through 10, was available in the Young Readers' Room.

Wi-Fi is available during business hours inside the library, and 24/7 outside on the library grounds.

NEW: The NH Astronomical Society donated a telescope to the library for patron use.

Online Resources

New Hampshire Downloadable Book Consortium

eBooks became available in the Kindle format.

Library patrons had access to:

8,020 downloadable audiobook titles in MP3 and WMA formats

10,038 eBooks titles in the ePub, Open ePub and Kindle formats

40,000 public domain titles in the pdf format

A complete list of compatible devices and detailed instructions for using these free downloadable resources are available through the library website.

AARON CUTLER MEMORIAL LIBRARY

NHewLink Databases

Library patrons had access to thousands of magazine, journal, newspaper, encyclopedia and other sources, through subscription services provided by the library. These 21 database resources provided homework and research help, as well as recreational reading, in a wide variety of popular and academic subjects. A complete listing of these resources is available on the library's website.

Patrons enjoyed the online newsstand, choosing from over 1,700 titles available each month through MasterFile Premier, including such popular titles as Consumer Report's, People, Newsweek, PC World and Money.

Patron's received online reader's advice from NoveList Plus, a service that provides recommendations on over 100,000 fiction and non-fiction titles, series info, read-alikes, book award lists, and much more.

Encyclopedia Britannica Online

Library patrons searched Encyclopedia Britannica, Compton's Encyclopedia, and the Elementary Encyclopedia for a wide variety of information needs from the comfort of their own homes.

KOHA Integrated Library System allowed patrons to place holds, renew items, create reading lists, comment and rate what they've read, receive email reminders of items coming due, etc.

Interlibrary Resources

Litchfield residents had access to materials around the state through the Interlibrary Loan program, in which 2,148 requested items were delivered to the library for pick-up, some of which were loaned several times.

Library Programming

Highlights from the Adult Services Department:

All Booked Up, a book discussion group, on the 1st Wednesday of the month at 6:30 p.m.

History Buffs, an American history book discussion group, on the 3rd Thursday of the month at 6:30 p.m.

Book of the Month Club, with a monthly featured title.

Literary Elements, a 6-week summer reading club that included reading, activities and prizes, featuring concerts on the lawn by *Jazz First* and *Jeff Warner*.

In Stitches, a drop-in knitting group, on the 1st and 3rd Thursdays of the month from 10:00-12:00.

Unraveled, a drop-in knitting group, on the 2nd and 4th Thursdays of the month from 6:00-8:00.

Monthly programs such as cooking with chocolate, a Russian Nesting Dolls painting workshop, estate planning, traditional rug hooking, sky watching, and card making.

NEW: Movie Night, 2nd Wednesday of the month.

Highlights from the Tween and Teen Services Department:

Page Turners, a book discussion group for tweens in grades 6-8, 2nd Thursday of the month at 2:30 p.m. Bus transportation from LMS is available.

Spark a Reaction, a 6-week summer reading club for 6th-12th graders, including reading, crafts, activities and prizes, featuring *Doctor Who Trivia Night*, and *Lasers, Lights & Optics Demo*.

- **NEW: Readers of the Round Table**, a book discussion group for high school teens, 4th Thursday of the month at 4:15 p.m. Last bus transportation from CHS available.
- **NEW: Dungeons & Dragons** role playing game, every Tuesday from 6:00-8:00 p.m.

AARON CUTLER MEMORIAL LIBRARY

Highlights from the Children's Services Department:

- *Book Babies*, a 20-minute lap-sit program for babies (newborn to 18 months) and their caregivers on Fridays at 10:30, featuring simple board books, rhymes and songs.
- *Tiny Tales*, a lap-sit program for toddlers (18-35 months) and their caregivers on Fridays at 11:30, bridging *Book Babies* and *Preschool Story Time*.
- Preschool Story Time on Tuesdays at 10:30 a.m. or Wednesdays at 12:30 p.m.
- Pajama Story Time on the 1st Thursday of the month at 6:30 p.m.
- Make 'n Take Crafts each month.
- *Stuffed Animal Sleepover*, a special Story Time for children and their stuffed animals. The children leave, and the animals stay for a night of amazing adventure documented in photos on our website.
- *Book Bunch*, a book discussion group for kids in grades 3-5, 3rd Wednesday of the month at 4:00 p.m.
- *Fizz, Boom, READ!*, a 6-week summer reading club for kids age 3-11, including reading, crafts, contests, performers, events and games, featuring *Lindsay & Her Puppet Pals*, and *Magic of Science*.
- Library Card Sign-Up Month for 1st graders at GMS.
- *The Polar Express Event*, the story brought to life with costumed characters, music, hot cocoa and a visit from Santa Claus, co-sponsored with the Litchfield Lion's Club.

Other Services

The library also provided photocopying, faxing, tutoring space and test proctoring to residents.

Community Support

The library relied on the support of the community for the extra touches that make the library a great place to visit. Special thanks go to: the Litchfield Garden Club for their continued provision of plantings and maintenance for our beautiful flower beds, our holiday greenery, and participation in the children's summer reading club; the Friends of the Library for their annual 24/7 Book Sale on the porch, as well as the ongoing sale indoors, that puts gently used books into the hands of the community, the Annual Holiday Gingerbread Contest, and their donations of activity passes to the SEE Science Center (Manchester) & Museum of Science (Boston), McAuliffe Shepard Discovery Center (Concord), summer reading funds and prizes, etc.; the 53 individuals who provided the library with a helping hand when it was needed; the 44 neighboring businesses that supported our 3 summer reading clubs through donations of prizes and funding; the 8 local groups and professionals who donated their time and expertise to library programs; and the individual who provided the library with activity passes to the Currier Museum of Art (Manchester) and Canterbury Shaker Village (Canterbury).

Return on Taxpayer Investment

Weighing taxpayer investment (\$205,180) against the cost for patrons to purchase the materials and services provided to them by the library in 2014 (\$620,621), taxpayers enjoyed a return on investment of \$415,441 or 202%. (Based on NH Library Assoc. Value Calculator.)

An Open Invitation

If you have not been using library services, please pay us a visit. Aside from being a beautiful building, the library is a bright, cheerful space filled with current information and materials, staffed by friendly people who are all too happy to help you find the content you need in-house, across the state or in cyberspace.

Respectfully submitted by Vicki Varick. Director

DEPARTMENT OF BUILDING SAFETY, HEALTH & CODE ENFORCEMENT

Building permits for 2014 was geared more to homeowners doing additions/garages and renovations. A total of 110 different permits were issued for this. The housing market has been slow with only 16 new dwelling unit permits issued.

The Construction trend has been that more homeowners are looking to make improvement to what they already own.

Another trend occurring is that the family units are changing. There are more and more families building Accessory Dwelling Units, so that their parents and or other family members can live within the same home in separate units.

As for Commercial/Industrial construction this past year, there was one new building at the Continental Asphalt Plant for a 9,000 square foot storage and maintenance building.

On another note, concerning the maintenance and care of our buildings and land; the town has been using the Work Release Program from the Valley Street Correctional System. This has been a great resource in getting field maintenance and building repair. We have used this program to repair the School, recreation building and maintain our recreation fields and cemeteries.

In closing, thank you for your continued support over the past year.

Kevin Lynch
Code Enforcement/Building Official
Health Officer

Permits for 2014

<u>Types of Permits</u>	<u>Count</u>
Dwelling Units	16
Additions/Garages/Renovations	110
Swimming Pools	18
Mechanical	94
Electrical	95
Plumbing	30
Septic Test Pit/Leach Fields	6
Well	5
Commercial	1
Total Permits Issued	375

Permit Fees Collected in 2014

\$29,067.40

ZONING BOARD OF ADJUSTMENT

The Litchfield Zoning Board of Adjustment (ZBA) has 5 members appointed by the Board of Selectmen. The Board meets at 7 P.M. on the second Wednesday of each month in the Town Hall meeting room to hear requests from applicants to appeal administrative decisions and requests to grant variances, special exceptions or equitable waivers.

Section 1: Membership and Assignments

There are currently 5 members and 3 alternates on the Board. The Chair, Vice-Chair, and Clerk positions are nominated by ZBA members each year in May.

- John Regan was approved by the Board of Selectmen as Board member for another three year term. John Devereaux was approved by the Board of Selectmen as Board member. Eric Cushing was approved by the Board of Selectmen as an alternate Board member.
- Laura Gandia was elected Vice Chairperson by the ZBA Board in May for another one year term.
- Richard Riley was elected Chairperson by the ZBA Board in May for another one year term.

Litchfield Zoning Board of Adjustment

		<u>Membership Start</u>	<u>Term Expiration</u>		<u>Years of Service</u>
			<u>Date</u>		
Members:	John Devereaux	2011	March	2016	12
	Laura Gandia - Vice Chairperson	2000	March	2015	15
	Albert Guilbeault	2005	March	2016	10
	John Regan	1998	March	2017	17
	Richard Riley Jr - Chairperson	2003	March	2016	12
Alternates:	Thomas Cooney	2007	March	2015	8
	Gregory Lepine	1990	March	2015	25
	Eric Cushing	2005	March	2017	10
	OPEN				
	OPEN				
<u>Current Term Year</u>		2014-15			

ZONING BOARD OF ADJUSTMENT

(Continued)

Section 2: Case Load and Decisions

In 2014 the Board heard testimony and made decisions on four (4) new cases.

Case #	Case Type	Case Description	ZBA Decision
2014-01	A variance from LZO §701.00; Permitted Uses. The existing Lot on record is in the Southwestern Commercial Zone as defined by LZO §700.01. The applicant is requesting a residential use of five lots which is not a permitted use.	The Code Enforcement Officer made a determination that the building permit, as submitted, was not permissible without relief from the ordinances described above	Approved
2014-02	A variance from LZO §801.00; Permitted Uses. The existing Lot on record is in the Northern Commercial Zone as defined by LZO §800.01. The applicant is proposing to construct an approximate 5880 sq. ft. warehouse building which is not a permitted use.	The Code Enforcement Officer made a determination that the building permit, as submitted, was not permissible without relief from the ordinances described above	Approved
2014-03	A variance from LZO §507.04b; Accessory Dwelling Units. The proposed accessory dwelling is 1188 sq. ft. where a maximum of 650 sq. ft. of gross living area is allowed	The Code Enforcement Officer made a determination that the building permit, as submitted, was not permissible without relief from the ordinances described above	Approved
2014-04	A variance from LZO §502.03; Setbacks. The proposed 28x24 ft. attached garage is 10 ft. from the east property line where a minimum of 20 ft. side line set back is required.	The Code Enforcement Officer made a determination that the building permit, as submitted, was not permissible without relief from the ordinances described above	Approved

Section 3: Budget

- Refer to Town Report

I'd like to thank all the Board members and alternates for the time they spent this past year performing this important service for the town.

Respectfully submitted,
Richard Riley - Chairperson
Litchfield Zoning Board of Adjustment

CEMETERY TRUSTEES

During the year, the Trustees met on numerous occasions to draft a handbook of rules and regulations for the three cemeteries. The Pinecrest and Hillcrest Cemetery Associations reviewed and approved the proposed handbook, and the handbook is now under review by the Town Attorney.

The Trustees have asked the Town Attorney to draft a Right of Internet document to meet the interment status of the State of New Hampshire.

Restoration to four antique gravestones in Pinecrest and Hillcrest cemeteries were completed by Kai Nalenz of Gravestone Services of New England, located in Bedford, NH.

During the summer, the gate and fences at Hillcrest Cemeteries were painted as part of the NH prisoner work program. A request has been made that the gate and fences at Pinecrest Cemetery be painted by the NH prisoner work program.

Pruning of shrubs and trees was completed at all three cemeteries by the crew of Bradley Tree Service.

Respectfully submitted by,

Jody L. Fraser
Litchfield Cemetery Trustee

NRPC 2014 ANNUAL REPORT OF SERVICES FOR THE TOWN OF LITCHFIELD

In a region with a long and storied history, the Nashua Regional Planning Commission strives to honor the past and preserve its historic traditions while working to make the region the best possible place to live, work, and play both today and for the benefit of future generations. The NRPC provides comprehensive planning services for local land use, transportation, and environmental planning efforts, and delivers extensive mapping and data assistance utilizing the latest technologies. Membership in NRPC allows communities to access customized services by request as well as resources such as:

- **Transportation Planning:** Grant writing, custom traffic counts and data, transportation modeling, intersection analysis, road safety audits, road surface management system, parking studies.
- **Land Use Planning:** Customized land use board training and materials, draft ordinance and regulation review, special projects and research assistance, fact sheets, guidebooks and educational resources, master plan consultation, and project scoping.
- **Data and GIS Mapping:** Demographic data and analysis, mapping data and standard map sets, GIS community needs assessments, production of annual tax maps and NRPC Live Maps.
- **Environment and Energy:** Group energy purchase for municipal and school facilities, consultation for local Energy Committees, MS4 Permit coordination, household hazardous waste collections.

In 2014, NRPC launched our new website at www.nashuarpc.org. The site is intuitive to navigate and information is easier to find. It promotes understanding about NRPC: our mission, our services, and the value we provide. The site contains a wealth of data resources presented in a modern, creative, and interactive manner to meet the evolving expectations of our communities. For each of our core planning areas, Transportation, Land Use Planning, GIS, and Environment, there are pages that summarize our service offerings with illustrative work examples. In addition, there is a transportation data viewer, a searchable Document Library and new flagship application called Live Maps that allows users to create their own parcel level maps.

In 2014, NRPC provided the following services to the Town of Litchfield:

TRANSPORTATION

Traffic Data Collection – NRPC collected traffic counts at 5 locations within Litchfield. These counts are part of an ongoing data collection project that is intended to monitor the effects on traffic along NH3A and Albuquerque Avenue of the Manchester Airport Access Bridge. The data that was collected includes directional volume and speed data. NRPC also maintains 8 traffic count locations in cooperation with NH Department of Transportation to support the Highway Performance Monitoring System. NRPC staff has also collected data at other locations in recent years to support various town requests. Historical data for all locations may be found at <http://www.nashuarpc.org/trafficcount/index.htm>.

Transportation Improvement Program (TIP) – NRPC develops and maintains the TIP so that federal highway transportation dollars are available to Litchfield and the rest of the region. Throughout 2014, NRPC carefully monitored the status of projects in the TIP that affect Litchfield to ensure that project information and changes initiated by NHDOT were communicated to the Town staff.

2015-2040 Metropolitan Transportation Plan (MTP) - NRPC develops and maintains the MTP so that federally funded and regionally significant transportation projects can be advanced towards design and construction. The MTP lists multimodal projects over a 25-year planning horizon and is the source from which specific projects are identified, prioritized and selected for funding through the Ten Year Plan and TIP. This is a critical step to ensure federal highway transportation dollars are available to Litchfield and

NRPC 2014 ANNUAL REPORT OF SERVICES FOR THE TOWN OF LITCHFIELD

(continued)

the rest of the region. NRPC is working to advance projects through the transportation planning process to support Litchfield, including:

- **North Merrimack River Crossing:** Construct a northern crossing of the Merrimack River to provide a four lane roadway connecting NH 102 in Hudson, NH 3A in Litchfield and US 3 in Nashua. Exact location of crossing to be determined.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Data Services – NRPC continues to maintain an authoritative digital GIS basemap for the region. In addition to an ongoing program of data maintenance for roads, parcels, zoning boundaries, and conserved lands, NRPC completed a region-wide set of building footprints in 2014, and initiated a project of inventorying existing trail data. NRPC also facilitated a data transfer of Litchfield Conserved lands over to NH Granit for inclusion in the state conserved lands datalayer.

Custom Hard-Copy Maps and Analysis – NRPC continues to provide ad-hoc mapping services. In 2014, NRPC amended the Zoning Districts map for Litchfield. Furthermore, NRPC maintains Litchfield's official tax maps on a GIS platform, and in 2014 NRPC created a new tax sheet street index to facilitate address lookups on these maps.

Applications – MapGeo, NRPC's award-winning Live Maps App, is a public-facing resource for property information in the region. NRPC's Transportation Data Viewer hosts the most up-to-date traffic counts and transportation project information, in an easy-to-use Google Interface.

Training and Workshops – NRPC hosted the free, instructor-led classroom training, "Introduction to American Factfinder with Thematic Mapping." We also continued the quarterly GIS Brownbag Lunch Series, an informal knowledge-exchange among GIS users in the region. Geared towards municipal GIS users and open to the public, each meeting features general news and announcements, followed by a guest speaker or open group discussion on a particular GIS project or topic. In 2014 NRPC developed expertise in CommunityViz scenario planning software and presented a regional build-out model to our towns.

LAND USE AND ENVIRONMENT

Development Review and Planning Services – Part of NRPC's comprehensive services is to offer direct local land use planning assistance. The Town of Litchfield utilizes contract planning services to directly assist the Planning Board. Services include assistance to applicants in submitting subdivision or site plan applications, written reviews of submissions to the Planning Board, attend hearings and work sessions to assist and answer questions and draft amendments and warrants for Town Meeting. In 2014, NRPC assisted Litchfield with the merger of the two existing impact fee ordinances, facilitated the update of the impact fee methodology, and continued development of a multi-family housing ordinance.

Household Hazardous Waste Program – On behalf of the Nashua Regional Solid Waste Management District, NRPC conducts six HHW collections each year to allow residents to properly dispose of hazardous products. Five of the events were located at the Nashua Public Works Garage and one was held in Milford. Residents of Litchfield may attend any of the six events.

In 2014, a total of 1,623 households participated in the HHW collections District-wide; 31 households came from Litchfield. In 2014, participation rates among Litchfield households have increased in recent

NRPC 2014 ANNUAL REPORT OF SERVICES FOR THE TOWN OF LITCHFIELD

(continued)

years. District-wide, participation rates in 2014 were the 3rd highest they have been in the past 10 years and the highest they have been since 2007.

The Solid Waste District manifested a total of 84,799 pounds of waste during the 2014 collection season. Non-latex paint is the most common item received (50.3%). Solvents and thinners were the second most common item (37.9%). Lawn and garden products were the third most common item (25.3%). In comparison, Litchfield residents brought 51.6% non-latex paint, 35.5% solvents and thinners, and 38.7% lawn and garden products.

Electricity Supply Aggregation – The Town of Litchfield is a member of the Nashua Region Electricity Supply Aggregation. The goal of the Aggregation is to purchase electricity as a group from a competitive supplier at a lower rate than each member could receive on its own. By purchasing as an aggregation, municipalities and school districts can offer electricity suppliers a larger demand than if they each tried to purchase electricity individually. The larger demand, in turn, allows suppliers to offer a better rate to the aggregation than it could to individual members.

The Nashua Regional Planning Commission serves as an aggregator to facilitate a bid process among competitive electricity suppliers licensed with the NH Public Utilities Commission. Each aggregation member signs its own contract with the supplier for a fixed electricity supply rate. Rates and contracts are identical for each member within a given electric distribution territory.

In 2014, NRPC worked with aggregation members to obtain a 9-month competitive electricity supply contract running from February to November 2014. Savings among aggregation members varied based on usage. Individual 9-month savings resulting from the 2014 bid process ranged from \$863 to \$35,201; the Town of Litchfield is anticipated to save \$3,655. Total combined 9-month savings for members of the aggregation are \$165,781 or 19.4% compared to the utility rate.



STORM WATER MANAGEMENT PROGRAM

WHAT CAN YOU DO?

In order to protect and preserve our ecological resources, be sure to take the following preventive measures for:

Lawn/Yard Care

Excess

fertilizers and pesticides applied to lawns and gardens wash off and pollute streams. Yard clippings and leaves can wash into storm drains and contribute nutrients and organic matter to streams.

- ✓ Don't over water your lawn, gardens, or other outdoor areas. Consider using a soaker hose instead of a sprinkler. Berm lawn and yard to prevent water runoff and encourage water absorption (infiltration).
- ✓ Preserve and plant trees and shrubs to help keep soil in place.
- ✓ Use pesticides and fertilizers sparingly. If necessary, only use recommended amounts.
- ✓ Use organic mulch or safer pest control methods.
- ✓ Compost or mulch yard waste. Cover piles of dirt or mulch.
- ✓ Recycle as much as possible.
- ✓ Use a broom to sweep and collect sediment and organic matter on sidewalks and driveways. Collect sand used on driveways and sidewalks for future use or disposal.
- ✓ Use de-icing materials sparingly on driveways and sidewalks.
- ✓ Drain swimming pools onto expanse lawns or other vegetated areas.



Small Farms

Agricultural run-off from farming activities increases the amounts of coliform and organic matter in downstream water supplies. Small farming activities such as cow, sheep, and goat grazing, as well as waste from chicken coops, hog or pig pens, horse corrals, etc. can also contribute to wastewater runoff if not properly maintained.

Septic Systems

Leaking and poorly maintained septic systems release nutrients and pathogens (bacteria and viruses) that can be picked up by storm water and discharged into nearby water bodies. Pathogens can cause public health and environmental concerns.

- ✓ Inspect your system every 3 years and pump your tank as necessary (every 3 to 5 years).
- ✓ Don't dispose of household hazardous waste in sinks or toilets.

Auto Care

Washing your car and degreasing auto parts at home can send detergents and other contaminants through the storm sewer system.

Dumping automotive fluids into storm drains has the same result as dumping the materials directly into a water body. For example, one quart of oil can contaminate up to 2 million gallons of water.

- ✓ Use a commercial car wash that treats or recycles its wastewater or wash your car on your yard so the water infiltrates into the ground.
- ✓ Dispose of used auto fluids and batteries at designated recycling and drop-off locations.
- ✓ Prevent gas and oil leaks and spills.



- ✓ Have your motor vehicle routinely serviced.

Pet Waste

Pet waste can be a major source of bacteria and excess nutrients in local waters.

- ✓ When walking your pet, remember to pick up the waste and dispose of it properly.

Flushing pet waste is the best disposal method.



- ✓ Leaving pet waste on the ground increases public health risks by allowing harmful bacteria and nutrients to wash into the storm drain and eventually into local water bodies.

Prevent Storm Water Runoff

There are several ways to help prevent storm water runoff.

Here are some examples:

- ✓ Plant trees, shrubs, and ground cover.
- ✓ Use a barrel to collect rain and store water for gardening.
- ✓ Redirect downspouts from paved areas to vegetated areas. Guide storm water onto grass or other vegetated areas by using berms or dikes.
- ✓ Use wooden planks, bricks, or interlocking stones for walking areas and patios.
- ✓ Clear away fallen trees and debris from natural waterways and storm water drains.



**Copied from UNH Energy and Campus Development
www.unh.edu/ecd/stormwater*

TOWN CLERK/TAX COLLECTOR

Motor Vehicle Registrations: Residents of Litchfield have more options when it comes time to renewing registrations. You may come to the office and pay with either cash, check or credit card, surf to www.litchfieldnh.gov and renew online using your checking account or Credit Card (your decals are mailed to you), or renew by mail using a check the renewal notice and return to us.

Residents only have to write one check to the Town of Litchfield for registrations.

When registering a new vehicle the individual listed first on the title paperwork MUST be present when doing the first registration.

When renewing a registration you must present your driver's license.

To register a Title Exempted Vehicle for the first time the law (RSA 261:2-a) requires that ***in addition to a bill of sale*** a person registering a 1999 Model Year vehicle (or older) must present additional documentation on the vehicle.

The owner must present one of the following additional documents: a previously issued NH Registration (a photocopy is okay), a valid NH or Out of State Title (a photocopy is okay), or a completed "Verification of Vehicle Identification" form (Form 19A) which can be obtained from the Town Clerk's office, Police Department, or a local inspection station. All vehicles year 2000 and newer must have a title.

Inspection stickers for a vehicle renewal need to be in place by the 10th day of the following month of your renewal due date. Late renewals do not get a 10-day grace period. Campers and motorcycles are to be inspected by June 1 of each year and will get an inspection sticker with a number 6. All other trailers, such as utility trailers or snowmobile trailers, are inspected by birth month like regular vehicle registrations.

Internet users can go to the Department of Motor Vehicle site: www.egov.nh.gov/platecheck/pass.asp to check for initial plate availability. State of NH Motor Vehicle Agency phone numbers are: NH Title Bureau: 271-3111, Concord Motor Vehicle Registration: 271-2251, Walking Disability Desk: 271-2275, & TTD (hearing impaired): 1-800-735-2964. Driver licensing is done in Manchester, Milford, Nashua, Salem or Concord.

Boat Registration – The Town Clerk's office can register your boats bring us your State Renewal notice and for a \$5.00 Municipal Agent fee we can provide you with your new decals.

NH Hunting/Fishings Licenses and OHRV: January 2008 the Town Clerks office started issuing New Hampshire Hunting and/or Fishing License. October 2009 we started issuing OHRV Licenses.

Elections: There will be one election this year Town Elections on March 10th. Voting is the most fundamental right in a democracy because it is through voting that citizens protect all other rights by carefully selecting the public servants who guide and direct our self-governance. You can come to the Town Clerk's office to register to vote. You may also register to vote on Election Day at the polls. You are eligible to vote if you are 18 years of age or older on Election Day, are a US citizen and are domiciled in New Hampshire. A person can have several residences, but may have only one voting domicile. You have to provide your driver license or social security card at the time of registration. If you are currently on the checklist please check to update your information. Voter registration cards are now required by the State of NH to show place of birth and driver's license or social security number. Any change of address, name change, or party affiliation change should be updated with the Supervisors on Election Day or at the Town Clerks office. New law requires that a State approved photo id be shown when voting. Voting will take place at Campbell High School from 7:00 am – to 7:00 pm.

Dogs: There were 1,735 dogs licensed in 2014. **DOG TAGS EXPIRE APRIL 30 OF EACH YEAR.** Resident's can renew dog licenses starting January 2nd. Due to budget restraints we will not be sending out a reminder notice. If we have your current phone number and or e-mail address you will receive a phone call or e-mail reminder from our office. This year the Town Clerk will be at the annual Rabies Clinic to issue dog licenses. If you show the rabies certificate from the previous year the Vet can administer a 3-year rabies shot instead of the 1-year shot. There is a minimum of a \$25.00 fine for failure to register your dog in a timely manner plus monthly late charges. **If you no longer have your dog please drop us a quick note or E-mail (tbriand@litchfieldnh.gov) to let us know or call us at 424-4045. IMPORTANT:** Review your previous license to make sure that your dog's rabies vaccination is up-to-

TOWN CLERK/TAX COLLECTOR

(continued)

date. If you cannot find your vaccination certificate or license from 2012 call the office and we can research your records. You may renew your dog's license via the mail or the internet as long as the rabies vaccine is up to date. To register by mail please include: a check made payable to the Town of Litchfield (**NO CASH PLEASE**), and a self-addressed-stamped envelope for return of your new license and dog tag. To register via internet go to www.litchfieldnh.gov and click on the icon of the dog. When entering the license number include 12-then your dogs license number. If you have questions please call the office we will be more than happy to walk you through the process.

License fees: Puppies (3-7 months) or spayed/neutered over 7 months	\$6.50
Male / Female (not spayed/neutered)	\$9.00
Senior owner (over 65)	(for one dog) \$2.00

Vital Records: The fee for a marriage license this year has increased to \$45.00. There is a fee of \$15.00 for the first copy of a death, birth or marriage certificate and \$10.00 each for extra copies. _

Tax Collector Lien/Deed Calendar for 2015 **Dates and fees subject to change*

February 17, 2015	Delinquent notice of all taxes owed	No charge
April 20, 2015	Notice of impending lien certified to property owners	\$18.00
	2 nd or subsequent parcel	\$2.00
May 4, 2015	Notice of impending Tax Deed Certified to Property Owners	\$16.00
May 22, 2015	Execution of Tax Lien	\$18.50
	2 nd or subsequent parcel	\$8.00
June 8, 2015	Execution of Tax Deed	\$10 plus recording fees

Town Clerk/Tax Collector News: As Town Clerk/Tax Collector for the Town of Litchfield, I completed four years of the state certification program in 2007. In 2010 I was recertified until 2015. I am now a Certified Town Clerk/Tax Collector in the State of New Hampshire. In 2009 I was nominated by the NH Tax Collectors Association as the Conference Coordinator for the State. It is a pleasure and honor to be a resident and public servant for Litchfield. I am very proud of where I grew up and currently reside. I am so proud to represent Litchfield at the meetings and conferences that I am required to attend throughout New Hampshire. My door is always open to anyone that has a suggestion.

Town Clerk / Tax Collector Office Hours:

Monday 10:00 AM to 6:00 PM

Tuesday – Friday 7:30 AM to 3:00 PM

Address: 2 Liberty Way, Suite 3, Litchfield, NH 03052

Phone:(603) 424-4045

Fax: (603) 424-8154

Email: tbriand@litchfieldnh.gov

Respectfully Submitted

Theresa L. Briand, Town Clerk/Tax Collector



RESIDENT MARRIAGE REPORT

01/01/2014 - 12/31/2014

Name	Residence	Name	Residence	Issuance	Marriage	Marriage
WILSON, MARC P	LITCHFIELD, NH	PARADISE, LISA M	MERRIMACK	MERRIMACK	DERRY	03/16/2014
BONANNO, ROBERT J	DERRY, NH	GEE, JENNIFER E	LITCHFIELD, NH	DERRY	JACKSON	03/23/2014
HEINSTROM, TRAVIS W	LITCHFIELD, NH	SEMASKI, MEGAN L	LITCHFIELD, NH	LITCHFIELD	AMHERST	04/05/2014
CHAPUT, TYLER M	LITCHFIELD, NH	NICHOLS, ANASTASIA E	LITCHFIELD, NH	LITCHFIELD	SANDOWN	06/07/2014
RICHARDSON, ANDREW M	LITCHFIELD, NH	VARGAS, KARINA A	NASHUA, NH	LITCHFIELD	LONDONDERRY	06/14/2014
SHERWIN, GREGORY E	LITCHFIELD, NH	FIGLIOLI, KRYSTAL R	LITCHFIELD, NH	LITCHFIELD	LONDONDERRY	06/20/2014
SCHOFIELD, BRIAN T	LITCHFIELD, NH	FITZGERALD, ANGELA C	LONDONDERRY	LITCHFIELD	ATKINSON	07/12/2014
DIMASCIO, ANTHONY T	LITCHFIELD, NH	BARNABY, JENNIFER L	LITCHFIELD, NH	NASHUA	LYNDEBOROUGH	07/19/2014
TAYLOR, NATHANIAL G	LITCHFIELD, NH	TORRES, LUCIANA	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	07/19/2014
CALANDRELLA, STEVEN J	LITCHFIELD, NH	COSSAR, TAMMY L	LITCHFIELD, NH	LITCHFIELD	NOTTINGHAM	09/14/2014
MARTIN, NICHOLAS P	LITCHFIELD, NH	COOPER, JESSICA L	LITCHFIELD, NH	LITCHFIELD	HUDSON	09/20/2014
SURETTE, RACHEL D	LITCHFIELD, NH	CONNELL, TIMOTHY R	LITCHFIELD, NH	LITCHFIELD	NEWBURY	09/20/2014
D'ALLEVA, MADDELINA	LITCHFIELD, NH	POWERS, SCOTT G	LONDONDERRY	LONDONDERRY	PELHAM	09/27/2014
HEBERT, TIMOTHY J	LITCHFIELD, NH	OSWALD, ANNE K	LITCHFIELD, NH	LITCHFIELD	DURHAM	10/24/2014
MESSICK, DANIEL J	MANCHESTER	THERRIEN, ELYSE B	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	10/24/2014
WALCOTT, NICHOLAS A	LITCHFIELD, NH	ROBSON, RACHEL L	LITCHFIELD, NH	LITCHFIELD	AMHERST	10/25/2014
SICO, OLIVIA H	LITCHFIELD, NH	COTE, MATTHEW P	MANCHESTER	LITCHFIELD	BEDFORD	11/02/2014

Total Number of Records 17



RESIDENT BIRTH REPORT 01/01/2014-12/31/2014

Child's Name	Birth Date	Birth Place	Father's/Partner's Name	Mother's Name
MORRIS, LILLIAN VERA	01/27/2014	MANCHESTER, NH	MORRIS, BRYANT	MORRIS, CATHERINE
GAPONOV, EVALYN GRACE	02/13/2014	NASHUA, NH	GAPONOV, NICKOLAY	GAPONOV, TANYA
KING, SAVANNAH HOPE	03/03/2014	NASHUA, NH	KING, COREY	KING, DENISE
MERRICK, SIERRA ROSE	03/09/2014	NASHUA, NH	MERRICK, RUSSELL	MERRICK, CHRISTINE
MARR, ANTHONY JAMES	03/16/2014	NASHUA, NH	MARR, MICHAEL	RUBINO, GELSOMINA
WINTERS, ETHAN ARMAND	03/27/2014	NASHUA, NH		WINTERS, LAURRA
LEVASSEUR, HENRY PAUL	04/15/2014	MANCHESTER, NH	LEVASSEUR, PAUL	LEVASSEUR, NICOLE
MARICH, BRODY CHRISTOPHER	04/24/2014	NASHUA, NH	MARICH, CHRISTOPHER	MARICH, MEGAN
WILCOX, JACK CHRISTOPHER	04/29/2014	NASHUA, NH	WILCOX, JEFFREY	WILCOX, MEGHAN
OUELLETTE, AVA CHRISTINA	15/18/2014	NASHUA, NH	OUELLETTE, SCOTT	OUELLETTE, ALISON
FOURNIER, GISELLE JUDITH	02/22/2014	NASHUA, NH	FOURNIER, PATRICK	EDWARDS, RENE
BOOTH, AUSTIN DANIEL	05/29/2014	MANCHESTER, NH	BOOTH, ELGIN	SICSAI-BOOTH, MONICA
PARISI, DALTON SALVATORE	06/03/2014	MANCHESTER, NH	PARISI, ROSARIO	PARISI, CATHY
ALGEO, JOSEPH MICHAEL	05/05/2014	NASHUA, NH	ALGEO, PATRICK	ALGEO, AMY
SICARD, CLARE FAITH	06/10/2014	MANCHESTER, NH	SICARD, SCOTT	SICARD, KELLY
JOHNS, OLIVER DECLAN	06/11/2014	NASHUA, NH	JOHNS, PAUL	JOHNS, MEGHAN
CUMMINGS, KALIANNE PATRICIA	07/11/2014	NASHUA, NH	CUMMINGS, MICHAEL	CUMMINGS, JENNIFER
THOMAS, GRAYSON TIMOTHY	07/20/2014	NASHUA, NH	THOMAS, DANIEL	PETTIS, SHANNA
TERNULLO, ELAINA ROSE	07/22/2014	NASHUA, NH	TERNULLO, JOHN	TERNULLO, MELISSA
DOYLE, EMMA ROSE	08/02/2014	NASHUA, NH	DOYLE, SEAN	DOYLE, CHRISTINA
ALIU, ARION	08/07/2014	NASHUA, NH	ALIU, AGRON	ALIU, HIDAJETE
DURAND, OWEN DEXTER	08/11/2014	NASHUA, NH	DURAND, BRIAN	DURAND, KRISTEEN
SURETTE, HADLEIGH CHARLENE	08/24/2014	MANCHESTER, NH	SURETTE, KEVIN	SURETTE, NICOLE
FLETCHER, EMILY ANN	09/14/2014	NASHUA, NH	FLETCHER, NATHAN	FLETCHER, JENNIFER
FLETCHER, LILY MAE	09/14/2014	NASHUA, NH	FLETCHER, NATHAN	FLETCHER, JENNIFER
COLE, MACKENZIE STACIA	09/15/2014	NASHUA, NH	COLE, TIMOTHY	COLE, CHANTAL
WARENDA, ELIZABETH ALICE	09/21/2014	NASHUA, NH	WARENDA, ROBERT	WARENDA, KERRI
STEVENS, LUKE HENRY	09/24/2014	NASHUA, NH	STEVENS, ANDREW	STEVENS, KATHARINE



RESIDENT BIRTH REPORT

01/01/2014 - 12/31/2014

(continued)

Child's Name	Birth Date	Birth Place	Father's/Partner's Name	Mother's Name
ULLIANI, DANIELLE MARIE	10/09/2014	NASHUA, NH	ULLIANI, LEE	ULLIANI, CASANDRA
SISLER, TUCKER RYAN	11/14/2014	NASHUA, NH	SISLER, MARSHALL	SISLER, SARAH
CARSON, MIRABELLA LOUISE	12/01/2014	NASHUA, NH	CARSON, CHRISTOPHER	CARSON, DEBORAH
MCGRADY, GAGE MICHAEL	12/13/2014	NASHUA, NH	MCGRADY, ERIC	TEAGUE, CATHERINE
LOFTON, JAHRELL	12/21/2014	NASHUA, NH	LOFTON JR, LONNIE	ARIAS, ASHLEE
QUACH, NATALIE ELIZABETH	12/23/2014	NASHUA, NH	QUACH, JIMMY	QUACH, AMY

Total number of records 34



RESIDENT DEATH REPORT 01/01/2014 - 12/31/2014

Decedent's Name	Death Date	Death Place	Father's Name	Mother's Maiden Name	Military
LANGLOIS, RICHARD	01/21/2014	MANCHESTER	LANGLOIS, EDMOND	LABBE, LORETTE	Y
SAVOIE, BRENDA	01/22/2014	LITCHFIELD	BALDWIN, THOMAS	TILTON, ALICE	N
SAVAGE, BARBARA	02/08/2014	NASHUA	KNOWN, NOT	SALLISKY, EVELINA	N
SLATTERY, MICHAEL	02/25/2014	LITCHFIELD	SLATTERY, MICHAEL	SAVAGE, MARY	N
CRASPER, ALICE	03/04/2014	NASHUA	SULLIVAN, JEREMIAH	MILLER, OLIVE	N
PHILBRICK, BEVERLY	03/18/2014	WINDHAM	BASTOW, MILES	TAYLOR, EMMA	N
SYMONDS, DAVID	03/29/2014	LITCHFIELD	SYMONDS, ROBERT	RICKER, DOROTHEA	N
MANNING, CLAIRE	05/25/2014	GOFFSTOWN	ROUSSEAU, PHILIAS	LESSARD, ANITA	N
GOULETTE, KATHERINE	05/28/2014	LITCHFIELD	KLEIN, HENRY	UNKNOWN, DORIS	N
MCLAM SR, TERRANCE	06/03/2014	CONCORD	MCLAM, CHESTER	DEXTER, FRED	U
MANDY, ANDREW	06/10/2014	LITCHFIELD	MANDY, MICHAEL	ONDA, SUSAN	Y
LERCH, PAULINE	06/29/2014	LITCHFIELD	SURDAM, CHESTER	TROW, BARBARA	N
RIoux, CONSTANCE	07/17/2014	NASHUA	LEVESQUE, GEORGE	DESJARLAIS, LAURETTA	N
O'NEIL, BRIAN	07/18/2014	LITCHFIELD	O'NEIL, JOHN	PHILLIPS, ELIZABETH	N
BENOIT, JOSEPH	07/29/2014	MILFORD	BENOIT, RICHARD	BARTON, MARY	Y
SMITH, FRANCIS	08/14/2014	BEDFORD	SMITH, ELAPHILET	COLBY, LUCINDA	N
HEBERT, LINDA	08/31/2014	LITCHFIELD	BORTHWICK, JAMES	LAFERTE, IRENE	N
RIEL JR, LEWIS	09/07/2014	NASHUA	RIEL SR, LEWIS	BALDWIN, ETHEL	N
MACLEAN, ALEXANDER	09/07/2014	HUDSON	MACLEAN, COLIN	MCECHERN, MARY	N
MORLOCK, RICHARD	09/18/2014	MERRIMACK	MORLOCK, CHARLES	BIGRIS, BELLA	N
FLANAGAN, STEVEN	10/03/2014	MERRIMACK	MESSLER, WILLIAM	FOREMAN, RITA	Y
PARADIS, KENNETH	10/18/2014	LITCHFIELD	PARADIS, GERARD	O'HARA, MAUREEN	N
ROCHUSSEN JR, ARTHUR	10/26/2014	BEDFORD	ROCHUSSEN, ARTHUR	UNKNOWN, RUTH	N
SIMARD, YVETTE	10/29/2014	MANCHESTER	COTE, EDOUARD	PINSONNEAULT, ALICE	N
SIROIS, NANCY	11/08/2014	NASHUA	BABCOCK, HENRY	WAKEFIELD, LORRAINE	N
FREEMAN, BARBARA	12/02/2014	NASHUA	FREEMAN, THEODORE	GLICK, ESTHER	N

Total number of records 26



TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending

12/31/2014

DEBITS

UNCOLLECTED TAXES AT THE BEGINNING OF THE YEAR*		LEVY FOR YEAR	PRIOR LEVIES		
		2014	2013	2012	2011
Property Taxes	#3110		\$ 487,165.46		
Resident Taxes	#3180				
Land Use Change Taxes	#3120		\$22,000.00		
Timber Yield Taxes	#3185				
Excavation Tax @ \$.02/yd	#3187				
Utility Charges	#3189				
Betterment Taxes					
Prior Years' Credits Balance**					
This Year's New Credits					

TAXES COMMITTED THIS FISCAL YEAR

FOR DRA USE
ONLY

Property Taxes	#3110	\$ 16,879,153.00	
Resident Taxes	#3180		
Land Use Change Taxes	#3120	\$ 86,530.00	
Timber Yield Taxes	#3185	\$ 179.43	
Excavation Tax	#3187	\$ 1,083.98	
Utility Charges	#3189		
Betterment Taxes			

OVERPAYMENT REFUNDS

Property Taxes	#3110	\$26,047.24			
Resident Taxes	#3180				
Land Use Change	#3120				
Yield Taxes	#3185				
Excavation Tax	#3187				
Credits Refunded					
Interest - Late Tax	#3190	\$ 11,029.06	\$ 19,672.71		
Resident Tax Penalty	#3190				
TOTAL DEBITS		\$ 17,004,022.71	\$ 528,838.17		

*This amount should be the same as the last year's ending balance. If not, please explain.

**Enter as a negative. This is the amount of this year's taxes pre-paid last year as authorized by RSA 80:52-a.

**The amount is already included in the warrant and therefore in line #3110 as a positive amount for this year's levy.

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)271-3397



TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending 12/31/2014

CREDITS

REMITTED TO TREASURER	LEVY FOR YEAR	PRIOR LEVIES		
	2014	2013	2012	2011
Property Taxes	\$ 16,501,841.84	\$ 384,510.54		
Resident Taxes				
Land Use Change Taxes	\$ 86,530.00	\$ 22,000.00		
Timber Yield Taxes	\$ 149.30			
Interest	\$ 11,029.06	\$ 17,520.21		
Penalties		\$ 2,152.50		
Excavation Tax	\$ 1,083.98			
Other Taxes				
Conversion to Lien (principal only)		\$ 102,627.39		
Discounts Allowed				

ABATEMENTS MADE

Property Taxes	\$ 11,998.00	\$ 27.53		
Resident Taxes				
Land Use Change Taxes				
Timber Yield Taxes	\$ 30.13			
Excavation Tax				
Other Taxes				
CURRENT LEVY DEEDED				

UNCOLLECTED TAXES -- END OF YEAR #1080

Property Taxes	\$ 391,360.40			
Resident Taxes				
Land Use Change Taxes				
Timber Yield Taxes				
Excavation Tax				
Other Taxes				
Property Tax Credit Balance*				
TOTAL CREDITS	\$ 17,004,022.71	\$ 528,838.17		

*Enter as a negative. This is the amount of taxes pre-paid for next year as authorized by RSA 80:52-a.
(Be sure to indicate a positive amount in the Property Taxes actually remitted to the treasurer.)



TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending 12/31/2014

DEBITS

UNREDEEMED & EXECUTED LIENS	LY	PRIOR LEVIES		
		2013	2012	2011
Unredeemed Liens Beginning of FY			\$ 59,035.66	\$19,168.64
Liens Executed During FY		\$ 110,664.12		
Interest & Costs Collected		\$ 2,848.64	\$ 6,912.78	\$ 6,293.33
TOTAL LIEN DEBITS		\$ 113,512.76	\$ 65,948.44	\$ 25,461.97

CREDITS

REMITTED TO TREASURER		LY	PRIOR LEVIES		
			2013	2012	2011
Redemptions			\$ 39,126.36	\$ 31,904.75	\$ 16,831.91
Interest & Costs Collected	#3190		\$ 2,848.64	\$ 6,912.78	\$ 6,293.33
Abatements of Unredeemed Liens					
Liens Deeded to Municipality			\$ 5,918.93	\$ 5,699.12	\$ 2,336.73
Unredeemed Liens End of FY	#1110		\$ 65,618.83	\$21,431.79	
TOTAL LIEN CREDITS			\$ 113,512.76	\$ 65,948.44	\$ 25,461.97

Does your municipality commit taxes on a semi-annual basis (RSA 76:15-a)? _____

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

TAX COLLECTOR'S SIGNATURE

Theresa L. Briand

Theresa L. Briand

DATE

1/13/2015

MS-61

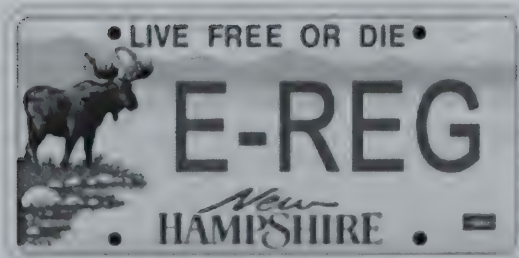


**ANNUAL FINANCIAL REPORT
LITCHFIELD, NH TOWN CLERK
January 1, 2014 through December 31, 2014**

Dogs License - Town	\$6,764.00
State of New Hampshire	\$3,903.00
Duplicate Tags	\$5.00
Fines and Penalties	\$2,059.00
Dredge and Fill Permits	\$0.00
Voter Checklists	\$160.00
Incorporation Filings	\$0.00
Motor Vehicles Registrations	\$1,432,691.00
State of New Hampshire	\$493,191.00
Municipal Agent Fees	\$31,146.00
Titles	\$3,334.00
Boats	\$18,017.00
Pole Permits	\$30.00
Postage	\$8,505.00
Hunting & Fishing Licenses	\$302.00
State of New Hampshire	\$6,618.00
Returned-Check Fees	\$650.00
UCCs	\$1,005.00
<u>Vital Records</u>	
Town	\$1,358.00
State of New Hampshire	\$2,352.00
 Total Receipts	 \$2,012,100.00

A true record of Town Clerk receipts, attest:

Theresa L. Briand
Town Clerk
January 15, 2015



INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen
Town of Litchfield, New Hampshire

Additional Offices:

Andover, MA
Greenfield, MA
Manchester, NH
Ellsworth, ME

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Litchfield, New Hampshire, as of December 31, 2013, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Town's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such

opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Litchfield, New Hampshire, as of December 31, 2013, and the respective changes in financial position thereof and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

Melanson Heath

June 23, 2014

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Litchfield, we offer readers this narrative overview and analysis of the financial activities of the Town of Litchfield for the year ended December 31, 2013.

A. OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g., uncollected taxes and earned but unused vacation leave).

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for

governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs.

Notes to financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

B. FINANCIAL HIGHLIGHTS

- As of the close of the current year, the total of assets exceeded liabilities by \$28,816,650 (i.e., net position), a change of \$(324,594) in comparison to the prior year.
- As of the close of the current year, governmental funds reported combined ending fund balances of \$3,473,029, a change of \$(250,481) in comparison to the prior year.
- At the end of the current year, unassigned fund balance for the general fund was \$1,239,719, a change of \$(176,707) in comparison to the prior year.
- Total long-term debt (i.e., bonds payable) at the close of the current fiscal year was \$108,803, a change of \$63,803 in comparison to the prior year.

C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of condensed government-wide financial data for the current and prior years (in thousands).

NET POSITION

	Governmental Activities	
	<u>2013</u>	<u>2012</u>
Current and other assets	\$ 8,221	\$ 8,126
Capital assets	<u>25,336</u>	<u>25,255</u>
Total assets	33,557	33,381
Long-term liabilities outstanding	218	154
Other liabilities	<u>4,523</u>	<u>4,086</u>
Total liabilities	4,741	4,240
Net position:		
Net investment in capital assets	25,265	25,235
Restricted	2,017	2,113
Unrestricted	<u>1,534</u>	<u>1,793</u>
Total net position	<u>\$ 28,816</u>	<u>\$ 29,141</u>

CHANGES IN NET POSITION

	Governmental Activities	
	<u>2013</u>	<u>2012</u>
Revenues:		
Program revenues:		
Charges for services	\$ 247	\$ 326
Operating grants	36	44
Capital grants and contributions	170	233
General revenues:		
Property taxes	2,597	2,766
Penalties and interest on taxes	148	153
Licenses and permits	1,424	1,430
Investment income	19	31
Intergovernmental	392	479
Other	<u>1,077</u>	<u>97</u>
Total revenues	6,110	5,559
Expenses:		
General government	1,350	1,225
Public safety	2,584	2,666
Education	138	169
Highways and streets	1,572	1,096
Sanitation	382	378
Health and welfare	70	78
Culture and recreation	338	324
Conservation	<u>1</u>	<u>2</u>
Total expenses	<u>6,435</u>	<u>5,938</u>
Change in net position	(325)	(379)
Net position - beginning of year, as restated	<u>29,141</u>	<u>29,520</u>
Net position - end of year	<u>\$ 28,816</u>	<u>\$ 29,141</u>

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent year, total net position was \$28,816,650, a change of \$(324,594) from the prior year.

The largest portion of net position \$25,264,806 reflects our investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position \$2,017,618 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position \$1,534,226 may be used to meet the government's ongoing obligations to citizens and creditors.

Governmental activities. Governmental activities for the year resulted in a change in net position of \$(324,594). Key elements of this change are as follows:

General fund operations, as discussed further	
in Section D	\$ (292,274)
Conservation fund operating results	49,645
Non-major funds - accrual basis	(29,751)
Depreciation expense	(1,129,205)
Donated roads	894,000
Other	(182,991)
Total	<u>\$ (690,576)</u>

D. FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

As of the end of the current year, governmental funds reported combined ending fund balances of \$3,473,029, a change of \$(250,481) in comparison to the prior year. Key elements of this change are as follows:

General fund operating results	\$ (292,274)
Conservation fund operating results	49,645
Non-major funds operating results	<u>(7,852)</u>
Total	<u>\$ (250,481)</u>

The general fund is the chief operating fund. At the end of the current year, unassigned fund balance of the general fund was \$1,239,719, while total fund balance was \$1,455,413. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund expenditures. Refer to the table below.

<u>General Fund</u>	<u>12/31/13</u>	<u>12/31/12</u>	<u>Change</u>	<u>% of Total General Fund Expenditures</u>
Unassigned fund balance	\$ 1,239,719	\$ 1,416,426	\$ (176,707)	25.2%
Total fund balance	\$ 1,455,413	\$ 1,747,687	\$ (292,274)	29.6%

The total fund balance of the general fund changed by \$(292,274) during the current year. Key factors in this change are as follows:

State and local revenues surplus	\$ 24,525
Budgetary appropriations turnbacks by departments	63,881
Tax collections shortfall compared to budget	(48,508)
Prior year encumbrances to be spent in the current year over current year encumbrances to be spent in the subsequent year	(115,941)
Change in capital reserve fund balance	374
Use of fund balance	(200,000)
Other timing issues	<u>(16,605)</u>
Total	<u>\$ (292,274)</u>

Included in the total general fund balance are the Town's capital reserve accounts with the following balances:

	<u>12/31/13</u>	<u>12/31/12</u>	<u>Change</u>
Capital reserve	\$ <u>137,010</u>	\$ <u>136,636</u>	\$ <u>374</u>
Total	\$ <u>137,010</u>	\$ <u>136,636</u>	\$ <u>374</u>

E. GENERAL FUND BUDGETARY HIGHLIGHTS

There were no significant differences between the original budget and the final amended budget.

F. CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets. Total investment in capital assets for governmental and business-type activities at year-end amounted to \$25,336,378 (net of accumulated depreciation), a change of \$81,043 from the prior year. This investment in capital assets includes land, buildings and system, improvements, and machinery and equipment.

Major capital events during the current year included the following:

- Donated roads for \$894,000

Additional information on capital assets can be found in the Notes to Financial Statements.

Long-term debt. At the end of the current fiscal year, total bonded debt outstanding was \$108,803, all of which was backed by the full faith and credit of the government.

Additional information on long-term debt can be found in the Notes to the Financial Statements.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Board of Selectmen
Town of Litchfield
2 Liberty Way, Suite 2
Litchfield, New Hampshire 03052

TOWN OF LITCHFIELD, NEW HAMPSHIRE

STATEMENT OF NET POSITION

DECEMBER 31, 2013

	Governmental Activities
ASSETS	
Current:	
Cash and short-term investments	\$ 7,082,479
Investments	506,929
Receivables, net of allowance for uncollectibles:	
Taxes	499,257
Departmental and other	43,607
Intergovernmental	7,025
Other assets	11,396
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Taxes	70,384
Capital assets:	
Land and construction in progress	3,941,634
Other capital assets, net of accumulated depreciation	21,394,744
TOTAL ASSETS	33,557,455
LIABILITIES	
Current:	
Accounts payable	185,603
Accrued liabilities	43,124
Other liabilities	32,481
Due to school district	4,185,581
Current portion of long-term liabilities:	
Bonds payable	54,123
Capital lease payable	13,585
Compensated absence	7,865
Noncurrent:	
Bonds payable, net of current portion	54,680
Capital lease payable, net of current portion	14,334
Compensated absence, net of current portion	149,429
TOTAL LIABILITIES	4,740,805
NET POSITION	
Net investment in capital assets	25,264,806
Restricted for:	
Grants and other statutory restrictions	1,706,397
Permanent funds:	
Nonexpendable	38,843
Expendable	272,378
Unrestricted	1,534,226
TOTAL NET POSITION	\$ 28,816,650

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2013

		Program Revenues			
		Operating Grants and Contributions	Capital Grants and Contributions		Net (Expenses) Revenues and Changes in Net Position
	Charges for Services			Governmental Activities	
Governmental Activities:					
General government	\$ 1,349,885	\$ 14,073	\$ -	\$ (1,335,812)	
Public safety	2,583,709	165,127	5,959	(2,412,623)	
Education	138,491	-	-	(138,491)	
Highways and streets	1,571,980	69	-	(1,571,911)	
Sanitation	381,769	59,197	2,500	(320,072)	
Health and welfare	70,236	-	27,500	(42,736)	
Culture and recreation	337,628	8,916	339	(158,308)	
Conservation	862	-	-	(862)	
Total Governmental Activities	\$ 6,434,560	\$ 247,382	\$ 36,298	\$ 170,065	(5,980,815)
		General Revenues and Contributions:			
		Taxes			
		Penalties, interest and other taxes			2,596,451
		Licenses and permits			148,329
		Investment income			1,423,619
		Intergovernmental			19,097
		Miscellaneous			391,803
		Total general revenues			1,076,922
		Change in net position			5,656,221
		Net Position:			(324,594)
		Beginning of year, as restated			29,141,244
		End of year			\$ 28,816,650

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
GOVERNMENTAL FUNDS
BALANCE SHEET
DECEMBER 31, 2013

	General	Conservation	Nonmajor	Total
	Fund	Fund	Governmental	Governmental
			Funds	Funds
ASSETS				
Cash and short-term investments	\$ 5,586,382	\$ 962,720	\$ 533,377	\$ 7,082,479
Investments	-	-	506,929	506,929
Receivables:				
Property taxes	594,641	-	-	594,641
Departmental and other	3,484	-	40,123	43,607
Intergovernmental	-	-	7,025	7,025
Other assets	11,396	-	-	11,396
Due from other funds	16,808	17,600	-	34,408
TOTAL ASSETS	\$ 6,212,711	\$ 980,320	\$ 1,087,454	\$ 8,280,485
LIABILITIES				
Accounts payable	\$ 185,603	\$ -	\$ -	\$ 185,603
Accrued liabilities	43,124	-	-	43,124
Other liabilities	32,481	-	-	32,481
Due to other funds	17,600	-	16,808	34,408
Due to school district	4,185,581	-	-	4,185,581
TOTAL LIABILITIES	4,464,389	-	16,808	4,481,197
DEFERRED INFLOWS OF RESOURCES	292,909	-	33,350	326,259
FUND BALANCES				
Nonspendable	-	-	38,843	38,843
Restricted	-	980,320	998,452	1,978,772
Committed	137,010	-	1	137,011
Assigned	78,684	-	-	78,684
Unassigned	1,239,719	-	-	1,239,719
TOTAL FUND BALANCES	1,455,413	980,320	1,037,296	3,473,029
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 6,212,711	\$ 980,320	\$ 1,087,454	\$ 8,280,485

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE

RECONCILIATION OF TOTAL GOVERNMENTAL FUND
BALANCES TO NET POSITION OF GOVERNMENTAL
ACTIVITIES IN THE STATEMENT OF NET POSITION

DECEMBER 31, 2013

Total governmental fund balances	\$ 3,473,029
<ul style="list-style-type: none">• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	25,336,378
<ul style="list-style-type: none">• Revenues are reported on the accrual basis of accounting and are not deferred until collection.	301,259
<ul style="list-style-type: none">• Long-term liabilities, (net of prepaid debt service) including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds.	<u>(294,016)</u>
Net position of governmental activities	\$ <u>28,816,650</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>General</u>	<u>Conservation Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
Revenues:				
Property taxes	\$ 2,676,820	\$ -	\$ -	\$ 2,676,820
Penalties, interest and other taxes	100,797	48,101	-	148,898
Licenses and permits	1,423,319	-	-	1,423,319
Intergovernmental	537,645	-	60,521	598,166
Charges for services	76,263	-	138,070	214,333
Investment income	4,340	1,544	12,645	18,529
Miscellaneous	<u>37,736</u>	<u>-</u>	<u>164,508</u>	<u>202,244</u>
Total Revenues	4,856,920	49,645	375,744	5,282,309
Expenditures:				
Current:				
General government	1,281,430	-	45,160	1,326,590
Public safety	2,371,922	-	205,593	2,577,515
Education	-	-	138,491	138,491
Highways and streets	670,884	-	106,253	777,137
Sanitation	356,422	-	-	356,422
Health and welfare	65,284	-	-	65,284
Culture and recreation	90,313	-	220,971	311,284
Capital outlay	82,678	-	-	82,678
Conservation	<u>862</u>	<u>-</u>	<u>-</u>	<u>862</u>
Total Expenditures	4,919,795	-	716,468	5,636,263
Other Financing Sources				
Bond proceeds	-	-	103,473	103,473
Transfer in	-	-	234,074	234,074
Transfer out	<u>(229,399)</u>	<u>-</u>	<u>(4,675)</u>	<u>(234,074)</u>
Total Other Financing Sources	<u>(229,399)</u>	<u>-</u>	<u>332,872</u>	<u>103,473</u>
Net Changes in Fund Balance	(292,274)	49,645	(7,852)	(250,481)
Fund Equity, at Beginning of Year, as restated	<u>1,747,687</u>	<u>930,675</u>	<u>1,045,148</u>	<u>3,723,510</u>
Fund Equity, at End of Year	<u>\$ 1,455,413</u>	<u>\$ 980,320</u>	<u>\$ 1,037,296</u>	<u>\$ 3,473,029</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE

RECONCILIATION OF THE STATEMENT OF REVENUES
EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2013

Net changes in fund balances - total governmental funds **\$ (250,481)**

- Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:

Capital outlay purchases	1,229,570
Loss on capital dispositions	(19,322)
Depreciation	(1,129,205)

- Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for accounts receivable (i.e., real estate) differ between the two statements. This amount represents the net change in deferred revenue. (47,020)

- The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position:

Repayments of debt	52,547
Bond additions	(103,473)

- Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds. (57,210)

Change in net position of governmental activities **\$ (324,594)**

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
GENERAL FUND

STATEMENT OF REVENUES AND OTHER SOURCES,
AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 2013

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
Revenues and other sources:				
Property taxes	\$ 2,725,328	\$ 2,725,328	\$ 2,725,328	\$ -
Penalties, interest and other taxes	87,811	87,811	90,397	2,586
Licenses and permits	1,406,399	1,406,399	1,423,319	16,920
Intergovernmental	548,859	548,859	540,784	(8,075)
Charges for services	80,075	80,075	76,263	(3,812)
Investment income	4,574	4,574	3,966	(608)
Miscellaneous	26,753	26,753	44,267	17,514
Use of fund balance	200,000	200,000	200,000	-
Total Revenues	5,079,799	5,079,799	5,104,324	24,525
Expenditures and other uses:				
Current:				
General government	1,273,969	1,258,528	1,206,393	52,135
Public safety	2,418,117	2,362,859	2,371,072	(8,213)
Highways and streets	627,081	623,615	627,884	(4,269)
Sanitation	375,297	369,462	353,072	16,390
Health and welfare	73,916	70,253	65,727	4,526
Culture and recreation	289,227	287,923	275,980	11,943
Conservation	2,191	2,206	1,612	594
Capital outlay	-	104,952	102,678	2,274
Debt service	1	1	-	1
Transfers out	20,000	-	11,500	(11,500)
Total Expenditures	5,079,799	5,079,799	5,015,918	63,881
Excess of revenues and other sources over expenditures and other uses	\$ -	\$ -	\$ 88,406	\$ 88,406

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET POSITION

DECEMBER 31, 2013

	Agency Funds
<u>ASSETS</u>	
Cash and short-term investments	\$ 216,363
Total Assets	\$ 216,363
<u>LIABILITIES</u>	
Due to other governments	\$ 104,375
Due to developers	111,988
Total Liabilities	\$ 216,363

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE

Notes to Financial Statements

1. Summary of Significant Accounting Policies

The accounting policies of the Town of Litchfield (the Town) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

A. Reporting Entity

The Town is a municipal corporation governed by an elected Board of Selectmen. As required by generally accepted accounting principles, these financial statements present the government and applicable component units for which the government is considered to be financially accountable. In year 2013, it was determined that no entities met the required GASB 39 criteria of component units.

B. Government-wide and Fund Financial Statements

Government-wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Fund Financial Statements

Separate financial statements are provided for governmental funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as is the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers property tax revenues to be available if they are collected within 60 days of the end of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The Town reports the following major governmental funds:

- The *general fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The *conservation fund* is used to account for 80% of the land use change tax (current use) revenue and expenditures incurred in the acquisition of conservation land including the maintenance of designated conservation properties within the Town's boundaries.

D. Cash and Short-Term Investments

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the general fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments". The interest earnings attributable to each fund type are included under investment income.

E. Investments

State and local statutes place certain limitations on the nature of deposits and investments available. Deposits in any financial institution may not exceed certain levels within the financial institution. Non-fiduciary fund investments can be made in securities issued by or unconditionally guaranteed by the U.S. Government or agencies that have a maturity of one year or less from the date of purchase and repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase.

F. Interfund Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the year are referred to as either "due from/to other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans).

G. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in governmental activities in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial individual cost of more than \$10,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	40
Building improvements	15 - 20
Infrastructure	40
Vehicles and equipment	5 - 20

H. Compensated Absences

It is the Town's policy to permit employees to accumulate earned but unused vacation pay benefits. All vested vacation pay is accrued when incurred in the government-wide financial statements. A liability for this amount is reported in governmental funds only if it has matured, for example, as a result of employee resignations and retirements.

I. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities Statement of Net Position.

J. Fund Equity

Fund equity at the governmental fund financial reporting level is classified as "fund balance". Fund equity for all other reporting is classified as "net position".

Fund Balance - Generally, fund balance represents the difference between the current assets and current liabilities. The Town reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

The Town's fund balance classification policies and procedures are as follows:

- 1) Nonspendable funds are either unspendable in the current form (i.e., inventory or prepaid items) or can never be spent (i.e., perpetual care).
- 2) Restricted funds are used solely for the purpose in which the fund was established. In the case of special revenue funds, these funds are created by statute or otherwise have external constraints on how the funds can be expended.

- 3) Committed funds are reported and expended as a result of motions passed by the highest decision making authority in the government (i.e., Town Meeting).
- 4) Assigned funds are used for specific purposes as established by management. These funds, which include encumbrances, have been assigned for specific goods and services ordered but not yet paid for. This account also includes fund balance voted to be used in the subsequent year.
- 5) Unassigned funds are available to be spent in future periods.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the Town uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.

Net Position - Net position represents the difference between assets/deferred outflows and liabilities/deferred inflows. Net investment in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

K. Use of Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the year. Actual results could vary from estimates that were used.

2. Stewardship, Compliance, and Accountability

A. Budgetary Information

The Town's budget is originally prepared by the Selectmen's office with the cooperation of the various department heads. It is then submitted to the Budget Committee, in accordance with the Municipal Budget Law. After reviewing the budget, the Committee holds a public hearing for discussion.

The final version of the budget is then submitted for approval at the annual Town Meeting. The approved budget is subsequently reported to the State

of New Hampshire on the statement of appropriation form in order to establish the current property tax rate.

The Selectmen cannot increase the total of the approved budget; however, they have the power to reclassify its components when necessary.

B. Budgetary Basis

The general fund final appropriation appearing on the "Budget and Actual" page of the fund financial statements represents the final amended budget after all reserve fund transfers and supplemental appropriations.

C. Budget/GAAP Reconciliation

The budgetary data for the general fund is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison to budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

<u>General Fund</u>	<u>Revenues and Other Financing Sources</u>	<u>Expenditures and Other Financing Uses</u>
Revenues/Expenditures (GAAP basis)	\$ 4,856,920	\$ 4,919,795
Other financing sources/uses (GAAP basis)	-	229,399
Subtotal (GAAP Basis)	4,856,920	5,149,194
Adjust tax revenue to accrual basis	48,508	-
Reverse beginning of year appropriation carryforwards from expenditures	-	(194,625)
Add end-of-year appropriation carryforwards from expenditures	-	78,684
To remove capital reserve funds	(374)	-
To record use of fund balance	200,000	-
Other timing issues	(730)	(17,335)
Budgetary basis	<u>\$ 5,104,324</u>	<u>\$ 5,015,918</u>

3. Cash and Short-Term Investments

Custodial Credit Risk - Deposits. Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. RSA 48:16 limits "deposit in any one bank shall not at any time exceed the sum of its paid-up capital and surplus, exception that a Town with a population in excess of 50,000 is authorized to deposit funds in a solvent bank in excess of the paid-up capital surplus of said bank." The Town does not have a deposit policy for custodial credit risk.

As of December 31, 2013, \$2,359,358 of the Town's bank balances of \$7,864,381 was exposed to custodial credit risk as uninsured or uncollateralized.

4. Investments

A. Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. State law employs the prudent person rule whereby investments are made as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and, in general, avoid speculative investments.

Presented below (in thousands) is the actual rating as of year-end for each investment of the Town. (All federal agency securities have an implied credit rating of AAA):

<u>Investment Type</u>	<u>Fair Value</u>	<u>Minimum Legal Rating</u>	<u>Exempt From Disclosure</u>	<u>Rating as of Year End</u>			
				<u>Aaa</u>	<u>A</u>	<u>BBB</u>	<u>BB</u>
Certificates of deposits	\$ 402		\$ -	\$ 402	\$ -	\$ -	\$ -
Corporate equities	105	N/A	-	-	78	26	1
Total investments	<u>\$ 507</u>		<u>\$ -</u>	<u>\$ 402</u>	<u>\$ 78</u>	<u>\$ 26</u>	<u>\$ 1</u>

B. Custodial Credit Risk

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Town's policy on custodial credit risk is to ensure prior to deposit that funds be secured by collateral having a market value at least equal to 102% of the amount deposited or invested.

C. Concentration of Credit Risk

The Town places no limit on the amount the Town may invest in any one issuer. Investments in any one issuer (other than U.S. Treasury securities and mutual funds) that represent 5% or more of total investments are as follows:

<u>Investment Issuer</u>	<u>Amount</u>	<u>% of Total Investments</u>
AT&T	\$ 78,266	15%
Verizon	25,651	5%
TD Bank CD	402,430	79%
Total	<u>\$ 506,347</u>	

D. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The Town's policy on interest rate risk is to schedule maturities to coincide with projected cash flow needs.

<u>Total Portfolio Investment Maturing</u>	<u>Required Minimum Percentage of Total Portfolio</u>
1 year or under	100%
90 days or under	50%

Information about the sensitivity of the fair values of the Town's investments to market interest rate fluctuations is as follows (in thousands):

<u>Investment Type</u>	<u>Investment Maturities (in Years)</u>		
	<u>Fair Value</u>	<u>Less Than 1</u>	<u>N/A</u>
Certificates of deposit	\$ 402	\$ 402	\$ -
Corporate equities	105	-	105
Total	<u>\$ 507</u>	<u>\$ 402</u>	<u>\$ 105</u>

5. Taxes Receivable

The Town bills property taxes semi-annually, in May and November. Property tax revenues are recognized in the year for which taxes have been levied. Property taxes are due on July 1 and December 1. Delinquent accounts are charged 12% interest. In March of the next year, a lien is recorded on delinquent property at the Registry of Deeds. The Town purchases all the delinquent accounts by paying the delinquent balance, recording costs, and accrued interest. The accounts that are lienied by the Town will be reclassified from property taxes receivable to unredeemed tax liens receivable. After this date, delinquent accounts will be charged interest at a rate of 18%. The Town annually budgets amounts (overlay for abatements) for property tax abatements and refunds.

Taxes receivable at December 31, 2013 consist of the following (in thousands):

Real Estate		
2013 Real Estate	\$ 487	
Land Use	<u>22</u>	
		509
Unredeemed Taxes		
2012	59	
2011	19	
2010	<u>1</u>	
		79
Deferred Taxes		<u>7</u>
Total		<u>\$ 595</u>

Taxes Collected for Others

The Town collects property taxes for the State of New Hampshire, the Litchfield School District and the County of Hillsborough. Payments to the other taxing units are normally made throughout the year. The ultimate responsibility for the collection of taxes rests with the Town.

6. Allowance for Doubtful Accounts

The receivables reported in the accompanying entity-wide financial statements reflect the following estimated allowances for doubtful accounts (in thousands):

	<u>Governmental</u>
Property taxes	\$ 25

7. Interfund Fund Receivables/Payables

Although self-balancing funds are maintained, most transactions flow through the general fund. In order to obtain accountability for each fund, interfund receivable and payable accounts must be utilized. The following is an analysis of the December 31, 2013 balances in interfund receivable and payable accounts:

<u>Fund</u>	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	\$ 16,808	\$ 17,600
Special Revenue Funds:	<u>17,600</u>	<u>16,808</u>
Total	<u>\$ 34,408</u>	<u>\$ 34,408</u>

8. Due to School District

This represents the balance of the district assessment due to the Litchfield School District for the 2013/2014 school year.

9. Capital Assets

Capital asset activity for the year ended December 31, 2013 was as follows (in thousands):

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental Activities:				
Capital assets, being depreciated:				
Buildings and improvements	\$ 2,223	\$ 52	\$ -	\$ 2,275
Machinery, equipment, and furnishings	2,111	283	(164)	2,230
Infrastructure	<u>35,809</u>	<u>894</u>	<u>-</u>	<u>36,703</u>
Total capital assets, being depreciated	40,143	1,229	(164)	41,208
Less accumulated depreciation for:				
Buildings and improvements	(925)	(66)	-	(991)
Machinery, equipment, and furnishings	(1,351)	(163)	145	(1,369)
Infrastructure	<u>(16,553)</u>	<u>(901)</u>	<u>-</u>	<u>(17,454)</u>
Total accumulated depreciation	<u>(18,829)</u>	<u>(1,130)</u>	<u>145</u>	<u>(19,814)</u>
Total capital assets, being depreciated, net	21,314	99	(19)	21,394
Capital assets, not being depreciated:				
Land	<u>3,942</u>	<u>-</u>	<u>-</u>	<u>3,942</u>
Total capital assets, not being depreciated	<u>3,942</u>	<u>-</u>	<u>-</u>	<u>3,942</u>
Governmental activities capital assets, net	<u>\$ 25,256</u>	<u>\$ 99</u>	<u>\$ (19)</u>	<u>\$ 25,336</u>

Depreciation expense was charged to functions of the Town as follows (in thousands):

Governmental Activities:	
General government	\$ 53
Public safety	85
Highway	943
Culture and recreation	27
Sanitation	22
Total depreciation expense - governmental activities	<u>\$ 1,130</u>

10. Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses represent 2013 expenditures paid in 2014.

11. Capital Lease Obligations

The Town is the lessee of certain equipment under capital and operating leases expiring in various years through 2015. Future minimum lease payments under the capital and operating leases consisted of the following as of December 31, 2013:

<u>Year</u>	<u>Capital Leases</u>
2014	\$ 15,121
2015	<u>15,121</u>
Total minimum lease payments	30,242
Less amounts representing interest	<u>2,323</u>
Present Value of Minimum Lease Payments	<u>\$ 27,919</u>

12. Long-Term Debt

A. General Obligation Bonds

The Town issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for governmental activities. General obligation bonds currently outstanding are as follows:

<u>Governmental Activities:</u>	<u>Serial Maturities Through</u>	<u>Interest Rate(s) %</u>	<u>Amount Outstanding as of 6/30/13</u>
Ford F-450	07/09/15	3.66%	\$ 30,545
Police Cruisers	11/18/15	3.30%	<u>78,258</u>
Total Governmental Activities:			<u>\$ 108,803</u>

B. Future Debt Service

The annual payments to retire all general obligation long-term debt outstanding as of December 31, 2013 are as follows:

<u>Governmental</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2014	\$ 54,123	\$ 3,537	\$ 57,660
2015	<u>54,680</u>	<u>1,890</u>	<u>56,570</u>
Total	<u>\$ 108,803</u>	<u>\$ 5,427</u>	<u>\$ 114,230</u>

C. Changes in General Long-Term Liabilities

During the year ended December 31, 2013, the following changes occurred in long-term liabilities:

	<u>Total*</u> <u>Balance</u> <u>1/1/13</u>	<u>Additions</u>	<u>Reductions</u>	<u>Total</u> <u>Balance</u> <u>12/31/13</u>	<u>Less</u> <u>Current</u> <u>Portion</u>	<u>Equals</u> <u>Long-Term</u> <u>Portion</u> <u>12/31/13</u>
<u>Governmental Activities</u>						
Bonds payable	\$ 45,000	\$ 103,473	\$ (39,670)	\$ 108,803	\$ (54,123)	\$ 54,680
Other:						
Capital lease	40,796	-	(12,877)	27,919	(13,585)	14,334
Compensated absences	<u>100,084</u>	<u>57,210</u>	<u>-</u>	<u>157,294</u>	<u>(7,865)</u>	<u>149,429</u>
Totals	<u>\$ 185,880</u>	<u>\$ 160,683</u>	<u>\$ (52,547)</u>	<u>\$ 294,016</u>	<u>\$ (75,573)</u>	<u>\$ 218,443</u>

*Note: Beginning balance has been reclassified from the prior year

13. Deferred Inflows of Resources

Deferred inflows of resources are the acquisition of net assets by the government that are applicable to future reporting periods. Deferred inflows of resources have a negative effect on net position, similar to liabilities.

The following is a summary of deferred inflow of resources balances as of December 31, 2013:

	General Fund	Nonmajor Fund
Unearned revenues	\$ 292,909	\$ 33,350

14. Restricted Net Position

The accompanying entity-wide financial statements report restricted net position when external constraints from grantors or contributors are placed on net position.

Permanent fund restricted net position is segregated between nonexpendable and expendable. The nonexpendable portion represents the original restricted principal contribution, and the expendable represents accumulated earnings which are available to be spent based on donor restrictions.

15. Governmental Funds - Balances

Fund balances are segregated to account for resources that are either not available for expenditure in the future or are legally set aside for a specific future use.

The following types of fund balances are reported at December 31, 2013:

Nonspendable - Represents amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This fund balance classification includes nonmajor governmental fund reserves for the principal portion of permanent trust funds.

Restricted - Represents amounts that are restricted to specific purposes by constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation. This fund balance classification includes general fund encumbrances funded by bond issuances, various special revenue funds, and the income portion of permanent trust funds.

Committed - Represents amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Town's highest level of decision-making authority. This fund balance classification includes general fund encumbrances for non-lapsing, special article appropriations approved at Town Meeting, capital reserve funds set aside by Town Meeting vote for future capital acquisitions and improvements, and various special revenue funds.

Assigned - Represents amounts that are constrained by the Town's intent to use these resources for a specific purpose. This fund balance classification includes general fund encumbrances that have been established by various Town departments for the expenditure of current year budgetary financial resources upon vendor performance in the subsequent budgetary period.

Unassigned - Represents amounts that are available to be spent in future periods.

Following is a breakdown of the Town's fund balances at December 31, 2013:

	General Fund	Conservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable				
Nonexpendable permanent funds	\$ -	\$ -	\$ 38,843	\$ 38,843
Total Nonexpendable	-	-	38,843	38,843
Restricted				
Conservation	-	980,320	-	980,320
Special Reveneue Fund	-	-	660,924	660,924
Bonded Projects	-	-	65,149	65,149
Expendable Permanent Funds	-	-	272,379	272,379
Total Restricted	-	980,320	998,452	1,978,772
Committed				
Capital reserve funds	137,010	-	-	137,010
Capital project funds	-	-	1	1
Total Committed	137,010	-	1	137,011
Assigned				
For encumbrances:				
General government	64,018	-	-	64,018
Public safety	13,916	-	-	13,916
Conservation	750	-	-	750
Total Assigned	78,684	-	-	78,684
Unassigned				
Unassigned	1,239,719	-	-	1,239,719
Total Unassigned	1,239,719	-	-	1,239,719
Total Fund Balance	\$ 1,455,413	\$ 980,320	\$ 1,037,296	\$ 3,473,029

16. General Fund Unassigned Fund Balance

The unassigned general fund balance reported on the balance sheet is stated in accordance with generally accepted accounting principles (GAAP), which differs in respect to how undesignated fund balance is reported in accordance with the budgetary basis for reporting for the State of New Hampshire for tax rate setting purposes. The major difference is the State of New Hampshire

considers revenues in connection with property tax receivables to be available to liquidate liabilities when billed rather than received.

The following summarizes the specific differences between GAAP basis and budgetary basis of reporting the general fund unassigned fund balance:

GAAP basis balance	\$ 1,239,719
BTLA liability	79,542
Unearned revenues	<u>292,909</u>
Tax Rate Setting Balance	<u>\$ 1,612,170</u>

17. Commitments and Contingencies

Outstanding Legal Issues - There are several pending legal issues in which the Town is involved. The Town's management is of the opinion that the potential future settlement of such claims would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

18. Post-Employment Healthcare and Life Insurance Benefits

The Town has implemented GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*. Statement 45 requires governments to account for other post-employment benefits (OPEB), primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially required contribution as an expense on the Statement of Activities when a future retiree earns their post-employment benefits, rather than when they use their post-employment benefit. To the extent that an entity does not fund their actuarially required contribution, a post-employment benefit liability is recognized on the Statement of Net Position over time. However, the Town participates in a community-rated plan, which insurance premium rates reflect the health claim experience of all participating employers. As a result, it is appropriate to use the unadjusted premium as the basis for projecting retiree benefits. Since the Town does not provide a benefit to retirees, and it is reasonable for the Town to project benefits using unadjusted premiums, the Town does not have an OPEB liability.

19. Retirement System

The Town follows the provisions of GASB Statement No. 27, *Accounting for Pensions for State and Local Government Employees*, (as amended by GASB 50) with respect to the employees' retirement funds.

A. Plan Description

Full-time employees participate in the State of New Hampshire Retirement System (the System), a multiple-employer contributory pension plan and trust established in 1967 by RSA 100-A:2 and qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death, and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters and permanent police officers within the State of New Hampshire are eligible and required to participate in the system. Full-time employees of political subdivisions, including counties, municipalities, and school districts, are also eligible to participate as a group if the governing body of the political subdivision has elected participation.

The New Hampshire Retirement System, a Public Employees Retirement System (PERS), is divided into two membership groups. State or local employees and teachers belong to *Group I*. Police officers and firefighters belong to *Group II*. All assets are held in a single trust and are available to each group. Funding policies, vesting requirements, contribution requirements and plan assets available to pay benefits are disclosed in the System's annual report available from the New Hampshire Retirement System located at 54 Regional Drive, Concord, New Hampshire 03301-8507.

B. Funding Policy

The System is supported by member contributions, employer contributions, and net earnings on the investments of the trust fund. Member contribution rates are set by statute at 7.00% of member's compensation for *Group I* members (employees and teachers), 11.55% of member's compensation for *Group II* Police, and 11.80% of member's compensation for *Group II* Fire. Employer contributions are set by the System's Board of Trustees based on biennial actuarial valuations prepared as of June 30 on the odd numbered years (2011, 2013, etc.).

From January 1 through June 30, 2013, the Town was required to contribute 8.80% to the System for its eligible *Group I* employees, 19.95% for its eligible *Group II* Police employees, and 22.89% for its eligible *Group II* employees. From July 1 through December 31, 2013, the Town was required to contribute 10.77% to the System for its eligible *Group I* employees, 25.30% for its eligible *Group II* Police employees, and 27.74% for its

eligible *Group II* Fire employees. The Town's total contributions to the System for the years ended December 31, 2013, 2012, and 2011 were \$284,062, \$221,674, and \$213,693, respectively, which equaled its annual required contributions for each of these years.

20. Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. There were no significant reductions in insurance coverage from the previous year and have been no material settlements in excess of coverage in any of the past three years.

21. Beginning Fund Balance Reclassification

The Town's major governmental funds for fiscal year 2013, as defined by GASB Statement 34, have changed from the previous fiscal year. Accordingly, the following reconciliation is provided:

	Fund Equity 1/1/13 (as previously reported)	Reclassification	Fund Equity 1/1/13 (as restated)
General Fund	\$ 1,809,510	\$ (61,823)	\$ 1,747,687
Nonmajor funds	983,325	61,823	1,045,148
Total	\$ <u>2,792,835</u>	\$ <u>-</u>	\$ <u>2,792,835</u>

22. Beginning Net Position Restatement

The beginning (January 1, 2013) net position of the Town has been restated as follows:

Government-Wide Financial Statements:

	Governmental Activities
As previously reported	\$ 28,614,544
To adjust prior year capital assets for properties and athletic field improvements previously not recorded	526,700
As restated	\$ <u>29,141,244</u>

23. Implementation of New GASB Standards

The GASB has issued Statement 68 *Accounting and Financial Reporting for Pensions*, which is required to be implemented in 2015. Management's current assessment is that this pronouncement will have a significant impact on the Town's basic financial statements by recognizing as a liability and expense, the Town's applicable portion of the New Hampshire Retirement System's actuarially accrued liability.

2014 TAX RATE CALCULATION

TOWN/CITY: LITCHFIELD

Gross Appropriations	5,370,671
Less: Revenues	2,455,630
Add: Overlay (RSA 76:6)	51,5554
War Service Credits	113,227

Net Town Appropriation	3,079,823
Special Adjustment	0

Approved Town/City Tax Effort	3,079,823
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**TOWN
RATE 3.74**

SCHOOL PORTION

Net Local School Budget:			
Gross Approp-Revenue	21,130,304	2,539,281	18,591,023
Regional School Apportionment			0
Less: Education Grant			-5,669,288

Education Tax (from below)	-1,869,085
Approved School(s) Tax Effort	11,052,650

**LOCAL
SCHOOL
RATE 13.42**

EDUCATION TAX

Equalized Valuation (no utilities) x	\$2.480
753,663,168	1,869,085
Divide by Local Assessed Valuation (no utilities)	
793,969,548	

**STATE
SCHOOL
RATE 2.35**

COUNTY PORTION

Due to County	978,905
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Approved County Tax Effort	978,905
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**COUNTY
RATE 1.19**

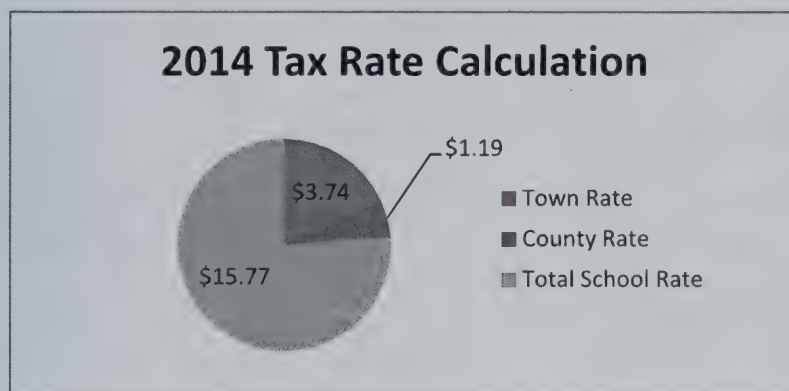
Total Property Taxes Assessed	16,980,463	TOTAL RATE 20.70
Less: War Service Credits	-113,227	
Add: Village District Commitment(s)	0	
Total Property Tax Commitment	16,867,236	

PROOF OF RATE

Local Assessed Valuation			Tax Rate	Assessment
Education Tax	(no utilities)	793,969,548	2.35	1,869,085
All Other Taxes		823,685,848	18.35	15,111,378
				16,980,463

2011-2014 TAX RATE CALCULATION

2014 TAX RATE CALCULATION	
Town Rate	\$3.74
County Rate	\$1.19
Total School Rate	\$15.77
Total Rate	\$20.70



2013 TAX RATE CALCULATION	
Town Rate	\$3.54
County Rate	\$1.16
Total School Rate	\$15.87
Total Rate	\$20.57

2012 TAX RATE CALCULATION	
Town Rate	\$3.57
County Rate	\$1.09
Total School Rate	\$15.15
Total Rate	\$19.81

2011 TAX RATE CALCULATION	
Town Rate	\$3.39
County Rate	\$1.10
Total School Rate	\$15.15
Total Rate	\$17.91

2014 SUMMARY OF INVENTORY

VALUE OF LAND ONLY:

Current Use	\$ 382,048.	
Residential Land	297,786,200.	
Commercial/Industrial	<u>10,915,800.</u>	
Total of Taxable Land		309,084,048.

VALUE OF BUILDINGS ONLY:

Residential	\$ 463,708,800.	
Manufactured Housing	4,422,100.	
Commercial/Industrial	<u>20,795,700.</u>	
Total of Taxable Buildings		488,926,600.
Tax Exempt and Non-Taxable Buildings		30,610,400.
UTILITIES		<u>29,716,300.</u>

TOTAL VALUATION BEFORE EXEMPTIONS **827,726,948.**

Improvements to Assist Persons w/ Disabilities 35,400

MODIFIED ASSESSED VALUATION OF ALL PROPERTIES **\$ 827,691,548.**

Blind Exemptions:	\$ 45,000.	
Elderly Exemptions:	<u>3,960,700.</u>	

TOTAL EXEMPTIONS **\$4,005,700.**

NET VALUATION ON WHICH THE TAX RATE IS COMPUTED **\$ 823,685,848.**

Less Public Utilities: 29,716,300

**NET VALUATION WITHOUT UTILITIES ON WHICH TAX RATE
FOR STATE EDUCATION TAX IS COMPUTED** **\$ 793,969,548.**

IMPACT FEE ACTIVITY 2014

MUNICIPAL IMPACT FEE SUMMARY			
Impact Fees last used in 2007			
Impact fees used were assess and collected 8/24/2003 – 8/27/2007			
CK Date	Expended	Name	Purpose
1/6/2014	\$41.32	Grapevine Invest.	Refund 6 yr
1/10/2014	\$222.90	Lamontagne Bldrs	Refund 6 yr
1/23/2014	\$47.61	John Gerossi	Refund 6 yr
2/14/2014	\$37.74	Grapevine Invest.	Refund 6 yr
2/21/2014	\$35.89	One Line Realty	Refund 6 yr
2/27/2014	\$52.65	Ashwood Develop	Refund 6 yr
3/21/2014	\$35.74	Raymond Bullock	Refund 6 yr
5/30/2014	\$31.23	Ashwood Devel.	Refund 6 yr
7/24/2014	\$56.71	Scott Taylor	Refund 6 yr
8/21/2014	\$27.62	NBR Company	Refund 6 yr
8/21/2014	\$42.23	TCM Building	Refund 6 yr
8/28/2014	\$33.30	Taschereau Inv.	Refund 6 yr
8/28/2014	\$133.22	Sterling Homes	Refund 6 yr
9/19/2014	\$42.98	Grapevine Invest.	Refund 6 yr
10/10/2014	\$36.01	Sterling Homes	Refund 6 yr
10/10/2014	\$37.84	Taschereau Inv	Refund 6 yr
10/10/2014	\$71.34	Lamontagne Bldr.	Refund 6 yr
10/17/2014	\$47.22	Grapevine Invest.	Refund 6 yr
11/4/2014	\$47.11	Grapevine Invest.	Refund 6 yr
11/7/2014	\$17.22	Carrie Colby	Refund 6 yr
12/24/2014	\$31.69	Lamontagne Bldr.	Refund 6 yr
Total 2014	\$1,129.57		
COLLECTED \$594.74 IN 2014			

LIBRARY IMPACT FEE SUMMARY SHEET						
Encumbered Engineering New Library						
Impact Fees were assessed and collected 9/27/2007 – 8/21/2009						
COLLECTED \$2,153.82 IN 2014						
Date	Encumbered	Purpose	Expended	Date	Vendor	Purpose
9/23/2013	\$2,500.00	New Library	\$158.71	6/13/2014	Sara Morin	Refund 6 yrs
12/9/2013	\$5,800.00	New Library				
Total Remaining	\$8,300.00					
COLLECTED \$2,153.82 IN 2014						

RECREATION IMPACT FEE SUMMARY	
Impact Fees last used on 11/5/2013 of encumbered on 2/7/2012	
Impact Fees were assessed and collected 8/6/2011 – 2/24/2012	
COLLECTED \$19,789.29 IN 2014	

IMPACT FEE ACTIVITY 2014

ROAD IMPACT FEE SUMMARY					
Impact Fees used were assessed and collected 8/25/2011 – 11/2/2011					
COLLECTED \$22,223.84 IN 2014					
DATE	ENCUMBERED	PURPOSE	CK DATE	EXPENDED	PURPOSE
	\$0		9/25/2014	\$4,121.60	Albuquerque extension Master Plan
POLICE IMPACT FEE SUMMARY					
Impact Fees last used in 2010					
Impact Fees used were assessed and collected 2/6/2009 – 7/7/2010					
COLLECTED \$2,446.29 IN 2014					

CAMPBELL HIGH SCHOOL IMPACT FEE SUMMARY SHEET
Impact Fees last used in 2011 Encumbered 2/20/2011
Impact Fees used were assessed and collected 2/25/2005 – 9/10/-2010
COLLECTED \$17,667.00 IN 2014

ELEMENTARY IMPACT FEE SUMMARY			
Encumbered 11/28/2011			
Impact Fees used were assess and collected 11/29/2005 – 3/9/2006			
CK Date	Expended	Vendor	Purpose
2/14/2014	\$4,161.65	Grapevine Invest.	Refund 6 yrs
2/21/2014	\$3,966.78	One Line Realty	Refund 6 yrs
3/21/2014	\$3,955.62	Raymond Bullock	Refund 6 yrs
7/24/2014	\$6,173.46	Scott Taylor	Refund 6 yrs
8/21/2014	\$4,653.89	TCM Building	Refund 6 yrs
8/28/2014	\$14,687.32	Sterling Homes	Refund 6 yrs
8/28/2014	\$3,666.29	Taschereau Invest.	
9/19/2014	\$4,720.23	Grapevine Invest.	Refund 6 yrs
10/10/2014	\$3,958.33	Sterling Homes	Refund 6 yrs
10/10/2014	\$4,164.06	Taschereau Invest.	Refund 6 yrs
10/17/2014	\$4,850.19	Grapevine Invest.	Refund 6 yrs
11/11/2014	\$4,836.29	Grapevine Invest.	Refund 6 yrs
11/11/2014	\$1,876.39	Carrie Colby	Refund 6 yrs
Total Refunded in 2014 \$65,670.50			
COLLECTED \$35,151.48 IN 2014			

SCHEDULE OF TOWN PROPERTY

MAP-LOT	LOCATION	ACRES	LAND	BUILDING	TOTAL
1-4	12 Charles Bancroft Hwy	37.70	345,200	0	345,200
1-78	24 Amsterdam Circle	1.10	56,700	0	56,700
1-79	26 Amsterdam Circle	1.01	56,200	0	56,200
1-80	25 Amsterdam Circle	1.10	56,400	0	56,400
1-92	22 Amsterdam Circle	1.35	57,100	0	57,100
10-60	23.5 Nesenkeag Drive	3.11	88,600	0	88,600
11-10	129 Wren St.	5.47	13,500	0	13,500
11-15	149 Pinecrest Road	16.00	37,600	0	37,600
12-12	250 Charles Bancroft Hwy	8.80	137,300	0	137,300
12-14	255/5 Charles Bancroft	2.10	143,600	582,200	725,800
12-18	264 Charles Bancroft Hwy	1.80	104,600	0	104,600
12-19	268 Charles Bancroft Hwy	0.40	8,200	0	8,200
12-22	269 Charles Bancroft Hwy	1.70	148,300	422,900	571,200
12-22A	269A Charles Bancroft Hwy	0.26	7,000	0	7,000
12-23	275 Charles Bancroft Hwy	15.70	224,300	0	224,300
12-25	B273 Albuquerque Ave	51.10	315,400	0	315,400
12-33	258 Charles Bancroft Hwy	0.84	20,400	0	20,400
13-10	9A Nathan Drive	3.00	111,200	0	111,200
13-158	Parcel B Grassy Pond	2.88	16,900	0	16,900
13-54	12 Muscovy Drive	3.86	10,600	0	10,600
13-6	9B Nathan Drive	3.67	9,600	0	9,600
13-60	Albuquerque Ave	8.70	114,700	0	114,700
13-70	4 Greenwich Road	21.12	151,300	0	151,300
13-86	1 Carlisle Drive	0.32	83,000	0	8,300
13-51	13 Muscovy Drive	4.20	11,000	0	11,000
14-21	143 Pinecrest Road	5.65	187,900	0	187,900
14-36	27 Locke Mill Drive	43.07	203,600	0	203,600
14-48	5 Hollcrest Road	6.80	125,400	0	125,400
14-49	9 Rookery Way	19.00	97,700	0	97,700
14-66	Hillcrest Road	32.50	225,500	0	225,500
14-67	24 Hillcrest	25.39	39,500	0	39,500
14-125	22 Evergreen Circle	18.50	136,000	0	136,000
14-138	49 Tanager Way	0.93	106,000	0	106,000
15-10	321 Charles Bancroft Hwy	0.97	92,500	0	92,500

SCHEDULE OF TOWN PROPERTY

(continued)

MAP-LOT	LOCATION	ACRES	VALUE	BUILDING	TOTAL
15-22	296 Charles Bancroft Hwy	13.62	457,100	0	457,100
15-28	151 Hillcrest Road	35.35	388,100	283,300	671,400
15-31	152 Hillcrest Road	2.80	122,600	0	122,600
16-42	2 Liberty Way	20.50	786,100	731,500	1,517,600
16-9	119 Hillcrest Road	19.56	50,600	0	50,600
17-10	27 Colonial Drive	52.90	200,000	0	200,000
17-2	BL41 Heron Drive	21.00	198,300	0	198,300
17-38	138 Tanager Way	1.34	3,700	0	3,700
17-4	98 Hillcrest Road	23.46	60,000	0	60,000
17-5	55 Aldrich St.	55.50	291,700	0	291,700
18-79	2 Pearson St.	2.76	106,500	37,200	143,700
18-134	17 Sybil Lane	1.32	13,800	0	13,800
18-136	15 Sybil Lane	1.06	12,400	0	12,400
18-137	13 Sybil Labe	1.09	12,600	0	12,600
18-150	25 Garden Drive	0.29	8,100	0	8,100
19-101	123 Aldrich St.	15.00	146,200	0	146,200
19-132	16Nesmith Court	4.70	17,300	0	17,300
19-142	17 Garden Drive	2.77	16,100	0	16,100
19-244	58 Brenton St.	34.77	212,000	0	212,000
19-245	85 Brenton St.	17.47	115,200	0	115,200
19-77	56 Century Lane	1.92	17,200	0	17,200
19-102	55 Brenton St.	9.31	23,500	0	23,500
2-106	7 Rotterdam Drive	1.00	102,900	0	102,900
2-107	9 Rotterdam Drive	1.10	103,500	0	103,500
2-110	10 Rotterdam Drive	1.10	103,500	0	103,500
2-111	8 Rotterdam Drive	1.10	103,500	0	103,500
2-115	15 Amsterdam Circle	1.10	103,200	0	103,200
2-128	27 Cutler Road	4.11	110,600	0	110,600
2-132	18 Amsterdam Circle	1.35	58,000	0	58,000
2-133	46 Cutler Road	7.06	118,500	0	118,500
2-43	286 Derry Road	0.28	800	0	800
2-83	31 Cutler Road	0.99	11,000	0	11,000
2-87	51 Cutler Road	4.20	165,100	0	165,100
2-120	14 Amsterdam Circle	2.43	106,800	0	106,800
20-117	9 Sybil Lane	1.04	12,300	0	12,300

SCHEDULE OF TOWN PROPERTY

(continued)

MAP-LOT	LOCATION	ACRES	VALUE	BUILDING	TOTAL
20-44	13 Jeff Lane	1.09	103,400	0	103,400
20-45	15 Jeff Lane	1.09	103,400	3,200	106,600
20-46	17 Jeff Lane	1.09	103,400	1,800	105,200
20-119	11 Sybil Lane	1.07	12,500	0	12,500
21-59	16 Jeff Lane	1.11	103,500	0	103,500
22-10	520 Charles Bancroft Hwy	13.45	158,200	0	158,200
22-13	528 Charles Bancroft Hwy	19.50	146,900	0	146,900
22-23	12 Brook Road	5.30	160,700	18,800	179,500
23-109	Lamper Drive	0.32	34,100	0	34,100
4-32	111 Page Road	21.60	183,800	0	183,800
5-133	12 Cranberry Lane	1.50	103,600	0	103,600
5-136	8 Cranberry Lane	1.01	97,800	0	97,800
5-142	57 Page Road	1.00	55,000	0	55,000
5-144	60 Page Road	0.16	4,600	0	4,600
5-147	Albuquerque Ave	0.96	25,800	0	25,800
5-150	9 Albuquerque Ave	12.25	118,500	0	118,500
5-237	3 Page Road	8.00	22,000	0	22,000
5-196	75 Page Road	8.00	247,800	0	247,800
7-119	2 Grouse Lane	1.41	102,200	17,200	119,400
7-121	4 Wood Hawk Way	12.12	321,500	75,300	396,800
7-124	19 Charles Bancroft Hwy	17.00	44,400	0	44,400
7-62	81 Talent Road	4.10	110,600	0	110,600
7-64	83 Talent Road	6.77	152,200	0	152,200
8-129	4 Grouse Lane	1.78	141,700	0	141,700
8-130	6 Grouse Lane	1.57	139,400	0	139,400
8-2	17 Foxwood Lane	25.73	190,900	0	190,900
8-95	26 Wood Hawk Way	1.34	104,800	0	104,800
9-18	210 Charles Bancroft Hwy	2.09	68,700	0	68,700
9-21	211 Charles Bancroft Hwy	12.23	184,000	0	184,000
9-30	17 Pinecrest Road	5.20	135,800	0	135,800
9-32	19.5 Pinecrest Road	1.10	83,100	0	83,100
9-42	13.5 Brickyard Drive	4.70	100,900	1,900	102,800
9-74	11 McElwain Drive	0.91	29,300	0	29,300
Total			\$11,521,400	\$2,175,300	\$13,696,700

DETAIL EXPENSE REPORT 2014

EXECUTIVE

Appropriation		108,788.00
Expended:		

Town Administrator	88,712.11
Selectmen's Salaries	0.00
Health Insurance	7,659.27
Dental Insurance	1,395.24
Recording Fees	0.00
Clerical Support	3,863.19
Dues & Subscriptions	120.00
Books & Periodicals	0.00
Mileage & Tolls	235.66
BOS Training	135.00
Background Checks	100.00
Total	102,220.47

Surplus/(Deficit)		(437.47)
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TOWN MEETING

Appropriation		10,059.00
Expended:		

Ballot Clerks	1,888.53
Election Workers	245.92
Moderator	2,019.52
Clerical Support	350.00
Equipment Maint.	
Contract	437.00
Annual Town Report	637.87
Election Provisions	68.51
Optech Programming	3,182.50
Support	
Mileage & expen Reimb	37.24
Ballots	1,810.00
Total	10,677.09

Surplus/(Deficit)		(618.09)
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TOWN CLERK

Appropriation		94,750.00
Expended:		

Deputy Town Clerk	20,707.88
Clerk Wages	14,847.04
Town Clerk Salary	30,877.60
Overtime Deputy	70.72
Health Insurance	14,399.31
Dental Insurance	1,081.10
Software Support	4,623.15

	Dues & Subscriptions	120.00	
	Dog Tag & License Form	378.90	
	Printer Cartridges	590.70	
	Postage	5,344.20	
	Equipment Purchases	0.00	
	Mileage & Tolls	1,631.21	
	Seminars & Conventions	598.72	
	Total	95,270.53	
Surplus/(Deficit)			(520.53)

ACCOUNTING & AUDITING

Appropriation			197,813.00
Expended:			
	Sec/Bookkeeping Staff	133,532.19	
	Stipend-Treasurer & Deputy	8,000.00	
	Stipend-Trustees of TF Overtime	175.92	
	Sec/Bookkeeping	160.88	
	Health Insurance	25,271.02	
	Dental Insurance	1,464.78	
	Software Support	4,483.95	
	Consulting Services	0.00	
	Printing	107.63	
	Dues & Subscriptions	40.00	
	Office Supplies	1,584.48	
	Postage	1,325.59	
	Mileage & Tolls	202.34	
	Seminars	580.00	
	Auditing Services	19,000.00	
	Total	195,928.78	
Surplus/(Deficit)			1,884.22

INFORMATION TECHNOLOGY

Appropriation			59,604.00
Expended:			
	Telephone & Data	28,535.19	
	Software Support	12,675.13	
	Equipment & Maintenance	6,899.27	
	Equipment Purchase	5,374.49	
	Equipment Lease	4,747.25	
	Furniture/Fixture Purchase	0.00	
		58,231.33	
Surplus/(Deficit)			1,372.67

TAX COLLECTOR

Appropriation 92,636.00
Expended:

Deputy Tax Collector	20,708.08
Clerk Wages	14,847.84
Tax Collector Salary	30,877.60
Overtime	71.02
Health Insurance	14,399.46
Dental Insurance	1,081.32
Property Title Research	539.46
Recording Fees	239.05
Software Support	3,239.00
Dues & Subscriptions	20.00
Postage	5,282.51
Equipment Purchases	0.00
Mileage & Tolls	1,449.15
Seminars & Convention	603.72
Total	93,358.21

Surplus/(Deficit) (722.21)

BUDGETING

Appropriation 2,507.00
Expended:

Secretarial/Steno	
Services	2,105.46
Seminars	60.00
Total	2,165.46

Surplus/(Deficit) 341.54

REVALUATION OF PROPERTY

Appropriation 45,240.00
Expended:

Assessing Services	3,107.64
Assessing Software	3,118.00
Total	6,225.64

Surplus/(Deficit) 39,014.36

LEGAL EXPENSE

Appropriation 20,400.00
Expended

Town Atty. Legal Svs.	11,160.58
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Surplus/(Deficit) 9,239.42

PERSONNEL ADMINISTRATION

Appropriation 472,597.00
Expended:

Health Insurance	
Return	6,460.28
Flexible Spending Plan	-1,372.91
Reimbursed Wages	-505.82
Short Term Disability	9,610.48
Social Security Taxes	64,515.46
Medicare Taxes	29,438.94
Employee Retirement	50,537.38
Firefighter Retirement	37,721.08
Police Retirement	214,531.90
Unemployment	5,651.18
Workers Compensation	30,294.77
Total	455,882.74

Surplus/(Deficit) 16,714.26

PLANNING BOARD

Appropriation 54,651.00
Expended:

Admin. Assistant	26,691.26
Health Insurance	7,659.27
Dental Insurance	479.16
Public Notices & Ads	436.79
NRPC Planner	17,369.14
Postage	3.17
Books & Periodicals	24.00
Mileage & Tolls	79.52
Seminars	95.00
Total	52,837.31

Surplus/(Deficit) 1,813.69

ZONING BOARD OF ADJUSTMENT

Appropriation 480.00
Expended:

Public Notices & Ads	413.35
Books & Periodicals	16.00
Seminars	0.00
Total	429.35

Surplus/(Deficit) 50.65

GENERAL GOVERNMENT BUILDINGS

Appropriation 105,908.00
Expended:

Custodian	8,102.60
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	Mtg. House Fire Alarm		
	Phone	0.00	
	County Prison Comm.	900.01	
	Electricity	16,501.14	
	Propane Gas	7,877.17	
	Water Charges	1,971.28	
	Meeting House		
	Electricity	488.14	
	Building Maint. &		
	Repairs	4,368.79	
	Eqt. Repair & Maint.	6,147.00	
	Gasoline	59,308.06	
	Generator Fuel	269.71	
	Custodial Maint		
	Supplies	1,606.57	
	Furniture/Fixture		
	Purchase	418.81	
	Total	107,959.28	
Surplus/(Deficit)			(2,051.28)

CEMETERIES

Appropriation			8,148.00
Expended:			
	Grounds keeping	8,402.26	
	Pinecrest Water	198.74	
	Hillcrest		
	Bdlg/Monument Repair	172.28	
	Tolls/Mileage	53.93	
	Total	8,827.21	
Surplus/(Deficit)			(679.21)

INSURANCE

Appropriation			60,516.00
Expended:			
	General Liability	58,326.36	
	Insurance Deductibles	798.67	
	Total	59,125.03	
Surplus/(Deficit)			1,390.97

ADVERTISING & REGIONAL ASSNS

Appropriation			13,902.00
Expended:			
	Printing	840.00	
	Public Notice & Ads	321.75	
	Dues & Subscriptions	12,943.69	
		14,105.44	
Surplus/(Deficit)			(203.44)

POLICE DEPARTMENT**ADMINISTRATION****Appropriation**

1,305,166.00

PD Salary-Administration	171,283.74
PD Wages-Officers	514,221.37
Wages-Admin Asst.	33,140.30
Part-Time Officers	73,337.51
Overtime-Officers	94,841.56
Overtime Lieutenant	11,230.65
PD Wages-Court OT	4,562.69
Overtime Training	17,096.57
Uniform Allowance	4,750.00
Community Detail	5,120.67
Health Insurance	178,943.99
Dental Insurance	11,811.71
Long-term Disability	1,960.78
Life Insurance	895.50
Uniforms & Accessories	10,149.61
Emergency Response Team	5,000.00
Shredding Service	130.00
Telephone	2,742.00
Pre-employ Phy/Testing	1,344.17
Prosecutor Contracted	59,899.32
Clerical Services	1,755.00
Dues & Subscriptions	575.00
Software Support	9,463.00
Community Relations	333.30
Office Supplies	1,789.42
Postage	195.06
Books & Periodicals	736.91
Equipment Purchase	11,673.53
Cruiser Purchase	41,634.49
Ammunition/Supplies	5,189.36
Tire Purchase	3,093.72
General Supplies	1,029.22
Equipment Maint. & Repair	1,199.10
Printing	317.38
Vehicle Repair & Maintenance	12,567.19
Seminars & Conventions	11,932.69
Detail Vehicle Reimbursement	-11,966.25
Total	1,293,980.26

Surplus/(Deficit)

11,185.74

SUPPORT SERVICES

Appropriation 138,434.00

Expended:

Sec/Dispatch wages	92,335.20
Dispatch Coverage	4,577.07
Sec/Disp Overtime	868.21
Uniform Allowance	800.00
Health Insurance	11,800.91
Dental Insurance	990.72
Dispatch Serv. Contract	27,384.00
Total	138,756.11

Surplus/(Deficit) (322.11)

AMBULANCE

Appropriation 51,500.00

Expended:

Ambulance Service	
Charges	42,612.89
Bad Debt	11,500.00
Total	54,112.89

Surplus/(Deficit) (2,612.89)

FIRE DEPARTMENT**ADMINISTRATION**

Appropriation 489,252.00

Expended:

Wages-Fire Chief	36,952.96
Wages-FT	
Firefighter/EMT	115,799.60
Wages-Call Firefighter	60,719.13
Wages-Training	42,842.15
Saturday/Sunday	
Coverage	2,747.39
Fire Inspector	3,969.52
Overtime-	
Firefighter/EMT	8,206.52
Overtime-Training-FF	8,600.48
Dispatch Service	
Contract	7,200.00
Instructor Services	7,609.43
Electricity	4,645.74
Heat	2,962.62
Station Repairs &	
Maintenance	5,381.44
General Supplies	435.33
Community Relations	
Supplies	620.53

Equipment Repair & Maintenance	18,176.16
Vehicle Fuel	7,249.00
Custodial Maintenance	540.65
Vehicle Repairs & Maint	28,002.96
Tire Purchases	4,619.95
Medical Supplies	2,830.14
Provisions	518.49
Equipment Leases	1,566.62
FD Mileage & Tolls	587.72
FD Seminars & Conventions	8,209.84
Short Term Disability	3,676.00
Dental Insurance	1,890.60
FD Health	29,463.65
FD Uniforms & Accessories	2,600.70
Telephone	300.68
Computer Software Cont.	1,617.46
Pre-employment Phy/Tests	1,277.50
Dues & Subscriptions	1,334.00
Office Supplies	911.91
Postage	55.49
FD Books & Periodicals	263.01
Protective Gear	12,355.63
Equip. Purchases	12,006.29
Chief's Vehicle Lease/Purch	0.00
Delinquent Late Charges	0.00
Total	449,246.95

Surplus/(Deficit)	40,005.05
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FIRE HYDRANTS

Appropriation	295,658.00
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Expended:

FD Hydrants	288,086.80
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Surplus/(Deficit)	7,571.20
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CODE ENFORCEMENT

Appropriation	76,899.00
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Expended:

Code Enforce. Salary	67,119.21
Temp. Inspect. Wages	446.60
Dental Insurance	495.36

	Health Insurance	6,225.16	
	Telephone	0.00	
	Printing	135.20	
	Dues Licenses & Subscript	175.00	
	Books & Periodicals	105.50	
	Vehicle Repair/Maint	751.64	
	Seminars & Conventions	230.00	
	Totals	75,683.67	
Surplus/(Deficit)			1,215.33

EMERGENCY MANAGEMENT

Appropriation			8,885.00
Expended:			
	Software Support	2,336.00	
	Hazmat District Assess	6,583.52	
	Equipment Purchases	0.00	
	Total	8,919.52	
Surplus/(Deficit)			(34.52)

HIGHWAY AND STREETS

Road Agent's Office			
Appropriation			25,238.00
Expended:			
	Road Agent Salary	913.48	
	Consulting Engineer Service	19,883.03	
	Electricity	4,614.82	
	Propane Heat	5,301.36	
	Dues & Subscriptions	85.00	
	Seminars	200.00	
	Bldg Maint/Repair	3,027.00	
	Total	34,024.69	
Surplus/(Deficit)			(8,786.69)

ROAD MAINTENANCE

Appropriation			550,280.00
Expended:			
	Workmen Wages	92,440.28	
	Workmen Overtime	13,919.40	
	Contractor Services	85,057.50	
	Catch Basin Clean Outs	5,365.00	
	Catch Basin Replacement	8,600.00	
	Equipment Rental	2,951.66	
	Pavement	10,761.94	

Striping/Markings	
Tree Removal	625.00
Road Sweeping	7,000.00
Culvert Replacement	600.00
Road	
Maint/Improvement	18,210.00
General Supplies	5,223.84
Vehicle Fuel	10,646.20
Vehicle	
Repair/Maintenance	46,608.44
Tire Purchases	957.80
Gravel Purchase	180.97
Sand	2,376.86
Salt	86,052.34
Asphalt/Cold Patch	
Purchase	6,327.17
Signs, Posts &	
Accessories	1,636.65
HW Block Grant Road	
Improvements	148,006.26
Equipment Purchase	1,700.00
Vehicle Lease	23,690.72
Vehicle Purchase	9,095.00
Total	590,033.03

Surplus/(Deficit)		(39,753.03)
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STREET LIGHTING

Appropriation		10,925.00
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Expended:

Street Lights-Utility	
Fees	12,054.60

Surplus/(Deficit)		(1,129.60)
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SANITATION

ADMINISTRATION

Appropriation		385,520.00
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Expended:

Facility Manager	52,000.00
Wages-Staff	56,432.04
Overtime	2,212.50
Health Insurance	16,543.86
Dental Insurance	1,395.24
Dues/Northeast	
Resource	6,717.55
Electricity	5,568.09
Propane	276.00
Building Repair &	
Maintenance	4,398.71

	General Supplies	1,270.11	
	Equipment Repair & Maint	4,864.81	
	Diesel Fuel	2,406.69	
	Uniforms & Accessories	1,083.27	
	Demolition Material Disposal	64,702.80	
	Solid Waste Disposal	99,554.25	
	Recyclables Direct Disposal	2,012.36	
	Electronics Recycling	1,570.00	
	Equipment Lease	9,538.67	
	SW Mileage & Tolls	128.15	
	Seminars/Workshops	150.00	
	Total	332,825.10	
Surplus/(Deficit)			25,694.90

HEALTH DEPARTMENT

Appropriation			1,636.00
Expended:			
	Health Officer Salary	1,390.52	
	Water Analysis	120.00	
	Dues & Subscriptions	35.00	
	Seminars & Conventions	0.00	
	Total	1,545.52	
Surplus/(Deficit)			90.48

MOSQUITO DISTRICT

Appropriation			29,9950.00
Expended:			
	Contracted Services	28,950.00	
Surplus/(Deficit)			0.00

ANIMAL CONTROL

Appropriation			16,807.00
Expended:			
	Animal Control Officer	10,740.60	
	Mileage Allowance	2,400.00	
	General Supplies	350.02	
	Electricity	1,742.97	
	Dues & Licenses	240.00	
	Building Repairs/Maintenance	2,722.00	
	Equipment Purchases	0.00	
	Total	18,195.59	
Surplus/(Deficit)			(1,388.59)

HEALTH AGENCIES

Appropriation		1,900.00
Expended:		

Child Advocacy Center	<u>1,900.00</u>
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Surplus/(Deficit)	0.00
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WELFARE**VENDOR PAYMENTS**

Appropriation		20,000.00
Expended:		

Prescriptions/Medical	80.11
Electricity	1,939.49
Heating Oil/Gas	2,847.52
Groceries, household items	0.00
Housing (rent)	2,044.02
Funeral	750.00
Water	<u>490.86</u>
Total	8,152.00

Surplus/(Deficit)	11,848.00
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PARKS AND RECREATION**ADMINISTRATION & PROGRAMS**

Appropriation		84,130.00
Expended:		

Wages-Custodian	8,605.08
General Supplies	1,016.46
Electricity	6,950.03
Chem Toilet Rental	1,610.20
Equipment Repair/Maint	267.50
Field Improvement/Cap	3,125.44
Field Maintenance	43,741.55
Equipment Purchases	626.00
Furniture/Fixture Purchase	0.00
Public Notices & Ads	330.92
Water	899.27
Building Repair & Maint.	9,739.55
Propane-Talent Hall	5,002.58
Trash Container Services	3,277.15
Program Expenses	<u>808.84</u>
Total	86,000.57

Surplus/(Deficit)	(1,870.57)
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LIBRARY

Appropriation		201,506.00
Expended:		
	Library Appropriation	<u>205,180.00</u>
	Total	205,180.00
Surplus/(Deficit)		(3,674.00)

PATRIOTIC PURPOSES

Appropriation		902.00
Expended:		
	Mem Day Gen Supplies	<u>1,612.52</u>
	Total	1,612.52
Surplus/(Deficit)		(710.52)

CONSERVATION

Appropriation		4,431.00
Expended:		
	Dues & Subscriptions	375.00
	General Supplies	42.93
	Mileage & Tolls	0.00
	Seminars & Meetings	120.00
	Youth Fishing Derby	<u>662.44</u>
	Total	1,200.37
Surplus/(Deficit)		230.63

DEBT SERVICE

Appropriation		1.00
Expended:	0.00	
Surplus/(Deficit)		1.00

WARRANT ARTICLES

Appropriation		363,263.00
Expended:		
	2014 Article Roads	168,479.15
	2014 Article Police	
	Contract	29,497.95
	2014 Paint Old TH	19,702.00
	2014 Human Services	4,952.00
	2014 Earned Time	
	Trust Fund	59,629.00
	2014 Talent Hall Roof	<u>20,600.00</u>
		302,860.10
Surplus/(Deficit)		60,402.90

COMPARATIVE STATEMENT-REVENUE

Year Ending December 31, 2014

SOURCE	2014	2014	2015
	MS-4	Actual	Anticipated
TAXES			
Land Use Change Tax (20%)	17,230.00	17,306.00	10,000.00
Timber Taxes	180.00	179.43	0.00
Payment in Lieu of Taxes	31,095.00	31,989.78	31,095.00
Excavation Taxes	1,085.00	1,083.98	1,085.00
Penalties & Interest on Taxes	30,266.00	38,784.09	28,000.00
TOTAL	79,856.00	89,343.28	60,180.00
BUSINESS LICENSES & PERMITS			
Hawkers & Peddlers	100.00	100.00	100.00
Junk Yard Permits	25.00	25.00	25.00
Home Occupation Permits	525.00	525.00	525.00
Various Misc Town Clerk Fees	45.00	45.31	0.00
UCC Filings	800.00	1,005.00	800.00
TOTAL	1,495.00	1,700.31	1,450.00
MOTOR VEHICLE PERMIT			
Municipal Agent	31,290.00	31,146.00	31,500.00
Motor Vehicle Registration	1,395,953.00	1,432,438.49	1,416,000.00
Motor Vehicle Title	3,450.00	3,510.00	3,400.00
TOTAL	1,430,693.00	1,467,094.49	1,450,900.00
BUILDING PERMITS			
Building Permits	17,984.00	26,892.00	21,500.00
Electrical Permits	1,800.00	2,130.00	1,600.00
Mechanical Permits	2,000.00	2,285.00	1,500.00
Plumbing Permits	275.00	275.00	250.00
Well Permits	40.00	80.00	40.00
Septic System Permits	500.00	675.00	500.00
Swimming Pool Permits	510.00	610.00	250.00
Burner Permits	20.00	100.00	50.00
TOTAL	23,129.00	33,047.00	25,690.00
OTHER LICENSE PERMITS & FEES			
Dog License Fees	6,600.00	6,764.00	6,600.00
Dog Fines & Penalties	1,500.00	2,034.00	1,750.00
Marriage Licenses	200.00	196.00	200.00
Certified Copies	875.00	1,162.00	900.00
Hunting & Fishing Licenses	300.00	302.00	250.00
Pole Permits	20.00	30.00	0.00

COMPARATIVE STATEMENT-REVENUE

(continued)

SOURCE	2014	2014	2015
	MS-4	Actual	Anticipated
OTHER LICENSE PERMITS & FEES			
Boat Registrations	18,000.00	18,017.35	18,000.00
Pistol Permit Fees	1,500.00	2,070.00	1,500.00
TOTAL	28,995.00	30,575.35	29,200.00
FEDERAL GOVERNMENT			
Fish & Wildlife	398.00	398.00	398.00
	398.00	398.00	398.00
STATE OF NEW HAMPSHIRE			
Meals & Room	370,000.00	401,596.21	402,000.00
Highway Block Grant	170,500.00	172,785.61	173,000.00
Forest Land Reimbursement	90.00	90.03	90.00
TOTAL	540,258.00	539,801.81	539,890.00
CHARGES FOR SERVICES			
Tax Map Update Fees	25.00	200.00	25.00
Planning Subdivision Applications	1,400.00	2,225.00	1,200.00
CC Wetland Decals	0.00	54.00	0.00
Sign Permit Applications	0.00	50.00	0.00
Site Plan Reviews	0.00	500.00	300.00
Planning Board Abutter Notices	220.00	383.94	200.00
Planning Advertising Fees	200.00	400.00	200.00
ZBA Variance Applications	200.00	400.00	200.00
TC Postage Reimbursement	8,550.00	8,505.45	8,500.00
TC Return Check Charges	600.00	650.00	350.00
TC Copier Charge	0.00	14.00	0.00
Duplicate Dog Tag	0.00	5.00	0.00
Duplicate Tax Bills	100.00	46.00	100.00
Incinerator Permits	0.00	48.00	0.00
FD Copies Fire Report	0.00	10.00	0.00
Police Reports	1,000.00	1,020.00	1,000.00
Police App/Testing Charges	210.00	210.00	0.00
Witness & Jury Fees	1,000.00	1,136.21	1,000.00
Town Office Copier Charges	0.00	4.00	0.00
PB Staff/Secretarial Reimbursement	0.00	386.66	0.00
Welfare Assistance Reimbursement	0.00	3,522.62	0.00
Voter Checklist Sales	160.00	160.00	0.00
CoOp Various Recyclables	20,000.00	17,895.32	20,000.00
	12,000.00	12,094.40	12,500.00
	10,000.00	8,306.60	10,000.00
	1,500.00	1,762.06	1,500.00
TOTAL	57,165.00	59,941.26	57,075.00

COMPARATIVE STATEMENT-REVENUE

(continued)

	2014	2014	2015
	<u>MS-4</u>	<u>Actual</u>	<u>Anticipated</u>
MISCELLANEOUS			
Seymour Restitution	168.00	377.92	100.00
Meeting House Lease	1.00	1.00	1.00
Meeting House Electricity	480.00	485.86	480.00
Parking Tickets	50.00	0.00	0.00
Voided Stale Checks	0.00	-104.66	0.00
Fire Detail Admin Fees	100.00	168.00	0.00
Police Detail Admin Fees	2,300.00	2,616.12	4,000.00
School Fuel Reimbursement	2,500.00	2,545.73	3,400.00
Insurance Claims Proceeds	16,893.00	17,270.07	0.00
Miscellaneous	280.00	3,105.27	500.00
TOTAL	22,722.00	26,465.31	8,481.00
SALE OF MUNICIPAL PROPERTY			
Sale of Town Property	<u>3,225.00</u>	<u>3,345.00</u>	<u>500.00</u>
Sale of Cemetery Lots	<u>0.00</u>	<u>1,400.00</u>	<u>0.00</u>
INTEREST			
Interest on Investments	1,300.00	3,032.84	2,000.00
Bank Credits	0.00	0.00	0.00
TOTAL	1,300.00	3,032.84	2,000.00
FINES & FORFEITS			
Restitution Property Damage	50.00	1,040.66	600.00
INSURANCE DIVIDENDS & REIMBU			
Property Liability Ins Refunds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OF ALL SOURCES	2,189,618.00	2,287,110.35	2,211,564.00

COMPARATIVE STATEMENT 2014-2015

Account	2014 Appropriation	2014 Actual	2015 Requested
Board of Selectmen/Executive	101,783.00	102,220.47	114,135.00
Town Meeting	10,059.00	10,677.09	6,689.00
Town Clerk	94,750.00	95,270.53	94,180.00
Accounting	197,813.00	195,928.78	204,266.00
Information Technology	59,604.00	58,231.33	128,929.00
Tax Collection	92,636.00	93,358.21	91,115.00
Assessing	45,240.00	6,225.64	57,046.00
Legal	20,400.00	11,160.58	20,400.00
Personnel Administration	572,597.00	455,882.74	497,988.00
Planning	54,651.00	52,837.31	53,302.00
Zoning	666.00	429.35	596.00
General Government Facilities	105,908.00	107,959.28	94,779.00
Cemeteries	8,148.00	8,827.21	7,483.00
Insurance	60,516.00	59,125.03	63,505.00
Advertising & Regional Assns	13,902.00	14,105.44	14,109.00
Police Administration	1,305,166.00	1,293,980.26	1,424,541.00
Police Support Services	138,434.00	138,756.11	146,846.00
Ambulance	51,500.00	54,112.89	51,500.00
Fire Administration	489,252.00	449,246.95	483,104.00
Fire Hydrants	295,658.00	288,086.80	295,308.00
Code Enforcement	76,899.00	75,683.67	76,195.00
Emergency Management	8,885.00	8,919.52	11,756.00
Road Agent	25,238.00	34,024.69	25,238.00
Road Maintenance	550,280.00	590,033.03	565,976.00
Street Lighting	10,925.00	12,054.60	10,925.00
Sanitation - Administration	358,520.00	332,825.10	342,125.00
Health Department	1,636.00	1,545.52	1,636.00
Mosquito District	29,950.00	29,950.00	31,150.00
Animal Control	16,522.00	18,195.59	15,417.00
Health Agencies	1,900.00	1,900.00	0.00
Welfare	20,000.00	8,152.00	16,750.00
Parks & Rec Administration	84,130.00	86,000.57	80,317.00
Library	201,506.00	205,180.00	202,689.00
Patriotic Purposes	902.00	1,612.52	902.00
Conservation	1,431.00	1,200.37	1,580.00
Debt Service	1.00	0.00	1.00
Reserved for Encumbrances	78,684.00	72,861.00	101,172.91
Total	5,086,092.00	4,976,560.18	5,333,650.91

TREASURER'S REPORT

General Fund Account	\$1,984,168.18
Money Market Account	\$3,564,657.21
Total TD Bank	\$5,548,825.39

ESCROW ACCOUNTS

Continental Storage	\$3,893.53
Continental Quarry	\$5,198.77
Continental Quarry Project	\$2,089.35
K&M	\$6,644.40
M. Morin	\$28,396.46
M. Morin (Windsor)	\$2,774.55
Paradise Moose Hollow	\$742.56
Paradise Tanager	\$1,070.13
Pinecreek	\$5,387.92
R&D (Heron Drive)	\$1,905.76
Sousa Hamel Circle	\$8,748.00
Sousa Pinewood	\$9,673.16
Sousa Road Bond	\$30,020.68
Sousa Trench	\$2,500.84
Theroux Property	\$1,849.25
VAB	\$1,066.61
Vigeant	\$4,476.80

IMPACT FEES

Campbell High School	\$202,374.10
Elementary Schools	\$56,290.16
Fire	\$23,118.14
Library	\$2,914.20
Municipal	\$5,031.78
Police	\$23,246.85
Recreation	\$57,592.59
Road	\$76,608.91

SUB ACCOUNTS

Ambulance Revolving	\$11,034.13
Cable Equipment	\$45,038.83
Cable Revolving	\$65,202.03
Conservation Education	\$4,076.16
Conservation - Land	\$422,115.84
D.A.R.E.	\$4,693.21
Fire Special Detail	\$21,744.24
Footbridge Fund	\$17,298.03
Highway Block Grant	\$0.83
Industrial Development	\$16,626.86
LGC Surplus	\$15.99
NH Grants	\$1.15
Off Site Improvements	\$12,003.44
Planning Board Grant	\$3.39
Police Forfeiture	\$1,568.37
Police Special Detail	\$1,685.66
Recreation Commission Revolving	\$4,982.81
SB Recreation Fund	\$8,520.89
Stimulus-Bike Path	\$61,548.93
Town Hall Timber	\$2,104.44
275 th Anniversary	\$1,950.52
Unanticipated Revenue	\$25,397.62

LIBRARY BOARD OF TRUSTEES

The Trustees of the Aaron Cutler Memorial Library want to extend a sincere thank you to all of our patrons who make the library so special. We are thrilled with the ever-supportive community present here in Litchfield. And thank you to our trustees Peggy Drew, Christine McKim, Gail Musco, and Kristen Robert. Your hard work is appreciated.

We'd especially like to thank the hardworking staff of the library, lead by Vicki Varick. Their hard work and dedication to the library is what makes it a gem in our small town. The staff has been able to diversify what the library can offer. Besides books and videos, there have been concerts and lectures, book discussion groups, and clubs like Dungeons and Dragons and the drop-in knitting group. There is even a telescope available to loan. The library is more than books alone.

If you are unfamiliar with the library, we invite you drop by for a visit. We think you'll be pleasantly surprised by the warm and inviting staff and the well-maintained building. Thank you for a great 2014 and we look forward to 2015.

Respectfully submitted,
Lynne Clifford, Chairperson
Aaron Cutler Memorial Library Trustees

AARON CUTLER MEMORIAL LIBRARY

Board of Trustees Fines and Fees Account

Income and Expense Report

INCOME

Appropriation Reimbursement	\$ 100.00
Bank Error	0.26
Bank Fees	15.00
Computer Printing	82.20
Copies	40.20
Donations—General	35.78
Donations—Programming	729.21
Grants—KBA	340.00
Grants—NHHC	734.50
FAX	104.00
Interest Income	54.56
Materials Fines	2237.03
Miscellaneous	1.00
Movie Passes	565.50
Non-Resident Library Cards	60.00
Replacement Materials	520.04
Returned Check Fees	20.00
Returned Check Repayment	132.88
Young Readers Room Savings Reimbursements	98.91
Total Receipts	<hr/> \$5,871.07

EXPENDITURES

Activity Passes	\$ 149.00
Bank Fees	30.00
Books and Media	228.00
Books and Media—Multiple Copies	633.46
Books and Media--Replacements	534.96
Building Trust Funds	615.00
Furniture and Fixtures	504.80
Gifts and Memorials	450.00
Library Supplies	54.97
Movie Passes	1,300.00
Programs	382.87
Programs—KBA	340.00
Programs—NHHC	834.50
Summer Reading Programs	781.92
Returned checks	106.83
Children's Room Supplies	88.83
Total Expenditures	<hr/> \$7,035.14

Respectfully submitted,
Gail Musco
Treasurer
Aaron Cutler Memorial Library Trustees

TRUSTEES OF TRUST FUNDS

In 2014, the Trustees increased the value of the Town's Expendable Trusts by \$7026.60 from \$358,859.10 to \$365,885.70. Private Trust Funds, i.e. funds donated by private citizens for specific purposes (care of cemetery plots, funds created for specific uses at the Library, etc.) ended the year at \$102,226.16, up from \$89,235.51 in January. Most of this increase is attributable to the movement of the Gravestone Repair Fund from Town to Private category which corrected a bank error.

The Cutler Library Maintenance Fund's stocks saw a decrease in overall value during the year, dropping from an evaluation of \$104,645.25 on January 2nd to \$100,024.25 on December 31st.

The Town's Vacation Accrual Fund was fully depleted during the year and the withdrawn amount was used to populate a new fund, Earned Time Expendable Trust per the March Warrant article establishing the latter.

In mid-year the School Department deposited \$50,000 into the School Capital Improvement fund, a fund that was depleted in 2013.

Fund investments comprise two Money Market accounts deposited in People's United Bank.

John J. Poulos Jr.
Michael Falzone
Dr. Steven Calawa

TRUSTEES OF TRUST FUNDS

<u>Account Name</u>	<u>Year End</u>	<u>Dec-14</u>			
Account No. 6100193358	Starting Balance	Deposits	Withdrawals	Interest	Ending Balance
<i>Town Expendable Trust Funds</i>					
Earned Time Expendable Trust	\$53,646.78	\$ -	\$29,804.88	\$11.12	\$23,853.02
Vacation Accrual Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Town Celebration Fund (2)	\$2,374.40	\$ -	\$ -	\$0.49	\$2,374.89
Farmland/Development Fund (3)	\$121,101.49	\$ -	\$ -	\$25.10	\$121,126.59
Fire Facilities Fund (4)	\$16,223.32	\$ -	\$ -	\$3.36	\$16,226.68
School Capital Improvement Fund (9)	\$50,810.47	\$ -	\$ -	\$10.53	\$50,821.00
School Capital Education Fund (10)	\$103,825.00	\$ -	\$ -	\$21.51	\$103,846.51
Public Works Expendable Trust Fund	\$20,192.03	\$ -	\$ -	\$4.18	\$20,196.21
Library Vacation Accrual Expendable Trst.fnd	\$7,353.42	\$ -	\$ -	\$1.52	\$7,354.94
Building Systems Trust Fund	\$20,081.70	\$ -	\$ -	\$4.16	\$20,085.86
	\$395,608.61	\$ -	\$29,804.88	\$81.97	\$365,885.70
Account No. 6500274167					
<i>Private Donated Funds</i>					
Gravestone Repair	\$7,747.14	\$ -	\$ -	\$1.65	\$7,748.79
Hillcrest Cemetery Funds (5)	\$6,875.05	\$100.00	\$ -	\$1.47	\$6,976.52
Pinecrest Cemetery Funds (6)	\$22,987.78	\$ -		\$4.90	\$22,992.68
Aaron Cutler Library Memorial Fund (7)	\$1,892.25	\$ -	\$ -	\$0.40	\$1,892.65
Aaron Cutler Library Maintenance Fund (8)	\$61,474.95	\$287.10		\$13.10	\$61,775.15
Selah Bixby Library Fund	\$111.91	\$ -	\$ -	\$0.02	\$111.93
John Kennard Libray Fund	\$548.04	\$ -	\$ -	\$0.12	\$548.16
Robert Chase Library Fund	\$180.24	\$ -	\$ -	\$0.04	\$180.28
	\$101,817.36	\$387.10	\$ -	\$21.70	\$102,226.16

Appropriations

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
General Government								
0000-0000	Collective Bargaining		\$0	\$0	\$0	\$0	\$0	\$0
4130-4139	Executive	5	\$116,737	\$112,793	\$121,075	\$0	\$120,825	\$0
4140-4149	Election, Registration, and Vital Statistics	5	\$94,893	\$95,262	\$94,180	\$0	\$94,180	\$0
4150-4151	Financial Administration	5	\$337,226	\$344,616	\$382,460	\$0	\$424,310	\$0
4152	Revaluation of Property	5	\$46,840	\$45,239	\$57,046	\$0	\$57,046	\$0
4153	Legal Expense	5	\$20,400	\$10,375	\$20,400	\$0	\$20,400	\$0
4155-4159	Personnel Administration	5	\$472,597	\$455,883	\$497,988	\$0	\$497,988	\$0
4191-4193	Planning and Zoning	5	\$55,290	\$49,883	\$55,118	\$0	\$53,898	\$0
4194	General Government Buildings	5	\$72,112	\$125,003	\$108,932	\$0	\$94,779	\$0
4195	Cemeteries	5	\$7,178	\$8,827	\$8,148	\$0	\$7,483	\$0
4196	Insurance	5	\$59,528	\$59,125	\$63,505	\$0	\$63,505	\$0
4197	Advertising and Regional Association	5	\$6,904	\$12,944	\$14,109	\$0	\$14,109	\$0
4199	Other General Government		\$0	\$0	\$0	\$0	\$0	\$0
Public Safety								
4210-4214	Police	5	\$1,527,564	\$1,457,101	\$1,583,742	\$0	\$1,571,386	\$0
4215-4219	Ambulance	5	\$51,500	\$54,113	\$51,500	\$0	\$51,500	\$0
4220-4229	Fire	5	\$797,105	\$737,609	\$793,429	\$0	\$778,412	\$0
4240-4249	Building Inspection	5	\$79,284	\$75,684	\$76,195	\$0	\$76,195	\$0
4290-4298	Emergency Management	5	\$9,885	\$8,920	\$11,756	\$0	\$11,756	\$0
4299	Other (Including Communications)		\$0	\$0	\$0	\$0	\$0	\$0
Airport/Aviation Center								
4301-4309	Airport Operations		\$0	\$0	\$0	\$0	\$0	\$0
Highways and Streets								
4311	Administration	5	\$28,238	\$33,397	\$28,238	\$0	\$25,238	\$0
4312	Highways and Streets	5	\$733,291	\$772,335	\$566,712	\$0	\$565,976	\$0
4313	Bridges		\$0	\$0	\$0	\$0	\$0	\$0
4316	Street Lighting	5	\$11,500	\$12,046	\$10,925	\$0	\$10,925	\$0
4319	Other		\$0	\$0	\$0	\$0	\$0	\$0

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
Sanitation								
4321	Administration	5	\$360,044	\$317,175	\$342,479	\$0	\$342,125	\$0
4323	Solid Waste Collection		\$0	\$0	\$0	\$0	\$0	\$0
4324	Solid Waste Disposal		\$0	\$0	\$0	\$0	\$0	\$0
4325	Solid Waste Cleanup		\$0	\$0	\$0	\$0	\$0	\$0
4326-4329	Sewage Collection, Disposal and Other		\$0	\$0	\$0	\$0	\$0	\$0
Water Distribution and Treatment								
4331	Administration		\$0	\$0	\$0	\$0	\$0	\$0
4332	Water Services		\$0	\$0	\$0	\$0	\$0	\$0
4335-4339	Water Treatment, Conservation and Other		\$0	\$0	\$0	\$0	\$0	\$0
Electric								
4351-4352	Administration and Generation		\$0	\$0	\$0	\$0	\$0	\$0
4353	Purchase Costs		\$0	\$0	\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance		\$0	\$0	\$0	\$0	\$0	\$0
4359	Other Electric Costs		\$0	\$0	\$0	\$0	\$0	\$0
Health								
4411	Administration	5	\$31,676	\$31,496	\$32,786	\$0	\$32,786	\$0
4414	Pest Control	5	\$15,122	\$17,846	\$15,417	\$0	\$15,417	\$0
4415-4419	Health Agencies, Hospitals, and Other		\$6,852	\$6,852	\$0	\$0	\$0	\$0
Welfare								
4441-4442	Administration and Direct Assistance		\$0	\$0	\$0	\$0	\$0	\$0
4444	Intergovernmental Welfare Payments		\$0	\$0	\$0	\$0	\$0	\$0
4445-4449	Vendor Payments and Other	5	\$20,000	\$8,152	\$20,000	\$0	\$16,750	\$0
Culture and Recreation								
4520-4529	Parks and Recreation	5	\$128,000	\$104,325	\$83,633	\$0	\$80,317	\$0
4550-4559	Library	5	\$218,192	\$205,180	\$203,689	\$0	\$202,689	\$0
4583	Patriotic Purposes	5	\$902	\$1,613	\$902	\$0	\$902	\$0
4589	Other Culture and Recreation		\$0	\$0	\$0	\$0	\$0	\$0
Conservation and Development								
4611-4612	Administration and Purchasing of Natural Resources	5	\$2,181	\$1,200	\$1,480	\$0	\$1,580	\$0
4619	Other Conservation		\$0	\$0	\$0	\$0	\$0	\$0

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Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Appropriations Ensuing FY (Recommended)	Budget Appropriations Ensuing FY (Not Recommended)
4631-4632	Redevelopment and Housing		\$0	\$0	\$0	\$0	\$0	\$0
4651-4659	Economic Development		\$0	\$0	\$0	\$0	\$0	\$0
Debt Service								
4711	Long Term Bonds and Notes - Principal		\$0	\$0	\$0	\$0	\$0	\$0
4721	Long Term Bonds and Notes - Interest		\$0	\$0	\$0	\$0	\$0	\$0
4723	Tax Anticipation Notes - Interest	5	\$1	\$0	\$1	\$0	\$1	\$0
4790-4799	Other Debt Service		\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay								
4901	Land		\$0	\$0	\$0	\$0	\$0	\$0
4902	Machinery, Vehicles, and Equipment		\$0	\$0	\$0	\$0	\$0	\$0
4903	Buildings		\$0	\$0	\$0	\$0	\$0	\$0
4909	Improvements Other than Buildings		\$0	\$0	\$0	\$0	\$0	\$0
Operating Transfers Out								
4912	To Special Revenue Fund		\$0	\$0	\$0	\$0	\$0	\$0
4913	To Capital Projects Fund		\$0	\$0	\$0	\$0	\$0	\$0
4914A	To Proprietary Fund - Airport		\$0	\$0	\$0	\$0	\$0	\$0
4914E	To Proprietary Fund - Electric		\$0	\$0	\$0	\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer		\$0	\$0	\$0	\$0	\$0	\$0
4914W	To Proprietary Fund - Water		\$0	\$0	\$0	\$0	\$0	\$0
4918	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0	\$0	\$0
4919	To Agency Funds		\$0	\$0	\$0	\$0	\$0	\$0
Total Proposed Appropriations			\$5,311,042	\$5,164,994	\$5,245,845	\$0	\$5,232,478	\$0

Special Warrant Articles

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4916	To Expendable Trust Fund		\$0	\$0	\$0	\$0	\$0	\$0
4917	To Health Maintenance Trust Funds		\$0	\$0	\$0	\$0	\$0	\$0
4915	To Capital Reserve Fund	10	\$0	\$0	\$12,970	\$0	\$12,970	\$0
Purpose: Public Works Expendable Trust Fund Deposit								
Special Articles Recommended			\$0	\$0	\$12,970	\$0	\$12,970	\$0

Individual Warrant Articles

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4155-4159	Personnel Administration	14	\$0	\$0	\$30,000	\$0	\$30,000	\$0
Purpose: Non-Union Wage Plan Implementation								
4194	General Government Buildings	9	\$0	\$0	\$70,000	\$0	\$70,000	\$0
Purpose: Fire Department/Old Town Hall Lot Paving								
4220-4229	Fire	7	\$0	\$0	\$163,000	\$0	\$163,000	\$0
Purpose: Fire Department Airpack Replacement								
4220-4229	Fire	8	\$0	\$0	\$20,000	\$0	\$20,000	\$0
Purpose: Fire Department Utility Vehicle								
4311	Administration	12	\$0	\$0	\$160,000	\$0	\$0	\$160,000
Purpose: Route 102 Intersection								
4312	Highways and Streets	6	\$0	\$0	\$200,000	\$0	\$200,000	\$0
Purpose: Road Improvement								
4312	Highways and Streets	11	\$0	\$0	\$7,500	\$0	\$0	\$7,500
Purpose: Highway Paint Stripping Machine								
4444	Intergovernmental Welfare Payments	13	\$0	\$0	\$11,250	\$0	\$11,250	\$0
Purpose: Human Services Agencies								
Individual Articles Recommended			\$0	\$0	\$661,750	\$0	\$494,250	\$167,500

Revenues

Account Code	Purpose of Appropriation	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
Taxes					
3120	Land Use Change Tax - General Fund	5	\$17,306	\$10,000	\$10,000
3180	Resident Tax		\$0	\$0	\$0
3185	Yield Tax		\$179	\$0	\$0
3186	Payment in Lieu of Taxes	5	\$31,990	\$31,095	\$31,095
3187	Excavation Tax	5	\$1,084	\$1,085	\$1,085
3189	Other Taxes		\$0	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	5	\$38,784	\$28,000	\$28,000
9991	Inventory Penalties		\$0	\$0	\$0
Licenses, Permits, and Fees					
3210	Business Licenses and Permits	5	\$1,700	\$1,450	\$1,450
3220	Motor Vehicle Permit Fees	5	\$1,467,094	\$1,450,900	\$1,450,900
3230	Building Permits	5	\$33,047	\$25,690	\$25,690
3290	Other Licenses, Permits, and Fees	5	\$30,575	\$29,200	\$29,200
3311-3319	From Federal Government	5	\$398	\$398	\$398
State Sources					
3351	Shared Revenues		\$0	\$0	\$0
3352	Meals and Rooms Tax Distribution	5	\$401,596	\$402,000	\$402,000
3353	Highway Block Grant	5	\$172,786	\$173,000	\$173,000
3354	Water Pollution Grant		\$0	\$0	\$0
3355	Housing and Community Development		\$0	\$0	\$0
3356	State and Federal Forest Land Reimbursement	5	\$90	\$90	\$90
3357	Flood Control Reimbursement		\$0	\$0	\$0
3359	Other (Including Railroad Tax)		\$0	\$0	\$0
3379	From Other Governments	7	\$0	\$163,000	\$163,000
Charges for Services					
3401-3406	Income from Departments	5	\$59,905	\$57,075	\$57,075
3409	Other Charges		\$0	\$0	\$0
Miscellaneous Revenues					
3501	Sale of Municipal Property	5	\$11,375	\$500	\$500
3502	Interest on Investments	5	\$3,033	\$2,000	\$2,000
3503-3509	Other	5	\$25,065	\$9,081	\$9,081

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Account Code	Purpose of Appropriation	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
Interfund Operating Transfers In					
3912	From Special Revenue Funds		\$0	\$0	\$0
3913	From Capital Projects Funds		\$0	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)		\$0	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)		\$0	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)		\$0	\$0	\$0
3914W	From Enterprise Funds: Water (Offset)		\$0	\$0	\$0
3915	From Capital Reserve Funds		\$59,629	\$0	\$0
3916	From Trust and Fiduciary Funds		\$0	\$0	\$0
3917	From Conservation Funds		\$0	\$0	\$0
Other Financing Sources					
3934	Proceeds from Long Term Bonds and Notes		\$0	\$0	\$0
9998	Amount Voted from Fund Balance		\$0	\$0	\$0
9999	Fund Balance to Reduce Taxes		\$0	\$0	\$0
Total Estimated Revenues and Credits			\$2,355,636	\$2,384,564	\$2,384,564

Budget Summary

Item	Prior Year Adopted Budget	Selectmen's Recommended Budget	Budget Committee's Recommended Budget
Operating Budget Appropriations Recommended	\$5,130,166	\$5,245,845	\$5,232,478
Special Warrant Articles Recommended	\$476,629	\$12,970	\$12,970
Individual Warrant Articles Recommended	\$112,634	\$661,750	\$494,250
TOTAL Appropriations Recommended	\$5,719,429	\$5,920,565	\$5,739,698
Less: Amount of Estimated Revenues & Credits	\$2,551,997	\$2,384,564	\$2,384,564
Estimated Amount of Taxes to be Raised	\$3,167,432	\$3,536,001	\$3,355,134

DELIBERATIVE SESSION

Town of Litchfield

January 31, 2015

Meeting called to order at 10:01 a.m. at Campbell High School in auditorium by Moderator John Regan.

Present were: Selectmen Chairman- John Brunelle, Frank Byron, and Kevin Bourque. Budget Committee members - Chairman - Cindy Couture, William Spencer, Kerry Douglas, Dan Vaillancourt, Andrew Cutter, Brian Bourque-School Board Rep. Chris Pascucci. Town Counsel Paul Fitzgerald, Jason Hoch, Town Administrator, Theresa Briand, Town Clerk and approximately 25 Litchfield voters and 5 non-voters.

Ballot Clerks on duty were Patricia Regan and Sharon Jones.

Following a series of announcements the Moderator led the assembly in the Pledge of Allegiance to the American Flag. He then announced that there would be an “open mike” period partway through the session to allow voters to bring up issues of interest unrelated to official business of the meeting.

First order of business was a voice vote that would authorize non-voters to speak. Majority rules yes.

ELECTION OF OFFICERS

Article 1: To elect by ballot the following Town Officers: One Selectmen - Three year term; Two Budget Committee members - Three year terms; One Moderator - Three year term; One Cemetery Trustee - Three year term; One Trustee of Trust Funds - Three year term; One Library Trustee - Three year term

There were amendments so the article will appear on the ballot as written.

MULTI-FAMILY RESIDENTIAL OVERLAY

Article 2: Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Adopt a new zoning section 550.00 – 553.00 “Multi-Family Residential Overlay District,” to provide an opportunity for multi-family residences within the Town of Litchfield consistent with the Town’s single-family character and NH State law. The purpose of the amendment is to provide opportunities for development of multi-family housing as required by state law. Any new multi-family construction shall maintain the existing character of the neighborhood. The minimum lot size shall be 2 acres for the first 3 dwelling units, with an additional 5,000 square feet required for each additional unit and no more than 6 dwelling units may be permitted in any one structure. The district boundaries shall be the Residential and Commercial Districts north of Leach Brook and the Residential, Commercial and Transitional Districts east of Route 3A and south of Chase Brook to Albuquerque Avenue and then south of Page Road to the Hudson town line.

Recommended by the Planning Board

Mike Caprioglio spoke to the article - This is required by State Statute 9RSA 674:58-61). Needed to prevent legal challenges. This is good for economic development and enables more housing options for employees of local businesses.

There were no amendments so the article will appear on the ballot as written.

DELIBERATIVE SESSION

IMPACT FEE ORDINANCE REVISION

Article 3: Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Repeal Zoning sections 1300.00 Public Capital Facilities Impact Fees and 1400.00 Public School Facilities Impact Fee and replace with New Section 1300.00 Impact Fees. The purpose of the repeal and replacement of these articles is to merge and reorganize the Towns two largely redundant Zoning sections relative to Impact Fees, as well as, update language to be consistent with current state law, practices, and standards.

Recommended by the Planning Board

Mike Caprioglio spoke to the article.

There were no amendments so the article will appear on the ballot as written.

ACCESSORY DWELLING UNITS

Article 4: Are you in favor of the adoption of Amendment No. 3 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend Section 507.04 of the Accessory Dwelling Unit section of the Zoning Ordinance to increase the maximum size of such units from 650 to 800 square feet.

Recommended by the Planning Board

Mike Caprioglio spoke to article

There were no amendments so the article will appear on the ballot as written.

OPERATING BUDGET

Article 5: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling \$5,232,478. Should this article be defeated, the default budget shall be \$5,136,261 which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

Estimated 2015 tax rate increase of proposed budget is 11¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

Cindy Couture spoke to the article explaining the budget committee's process of the Town Budget.

DELIBERATIVE SESSION

There were no amendments so the article will appear on the ballot as written.

ROAD IMPROVEMENT

Article 6: To see if the Town will vote to raise and appropriate the sum of \$200,000 for the purpose of road pavement improvement projects. It is anticipated that these funds will be used toward the cost of repairs to Pinecrest Road and Blue Jay Way as well as other roads as necessary.

Estimated 2015 tax rate impact: 24¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

John Brunelle spoke to the article explaining total road mileage and the 2014 road projects.

There were no amendments so the article will appear on the ballot as written.

FIRE DEPARTMENT AIRPACK REPLACEMENT

Article 7: To see if the Town will vote to raise and appropriate the sum of \$163,000 for the purchase of replacement breathing apparatus equipment to replace apparatus scheduled to be out of service in 2015. It is the intention of the Fire Department to seek grant funding for this replacement and to fund this appropriation fully with the grant. If the grant is not received, this appropriation is to be funded by authorizing the withdrawal of that amount from the unexpended fund balance as of December 31, 2014. This would have a net cost to 2015 general taxation of \$0.

Estimated 2015 tax rate impact: \$0.00

Recommended by the Board of Selectmen (Vote: 3-0-1)

Recommended by the Budget Committee (Vote: 9-0-0)

Chief Frank Fraitzl spoke to the article The Standard life expectancy under NFPA for these airpaks is 15 years. Current packs were manufactured in 2001. FEMA Assistance to firefighters Grant covers 90% of cost for each community.

There were no amendments so the article will appear on the ballot as written.

FIRE DEPARTMENT UTILITY VEHICLE

Article 8: To see if the Town will vote to raise and appropriate the sum of \$20,000 for the replacement of the utility vehicle used by the Fire Department.

Estimated 2015 tax rate impact: 2¢

Recommended by the Board of Selectmen (Vote: 3-0-1)

Recommended by the Budget Committee (Vote: 7-2-0)

DELIBERATIVE SESSION

Chief Frank Fraitzl spoke to article

- Current vehicle is a 2003 Ford F-350
 - Gross vehicle weight (GVW) 9700 lbs.
 - Functions primarily as a Forestry vehicle
 - Skid unit (500#): 216 gallons of water (1800#) & pump, hose, foam and tools
 - 2014 the bed rusted beyond repair, replacement bed installed.
 - Tool boxes added to protect the equipment (weather & security)
- Fully loaded the vehicle exceeds 10,500 lbs.
- Purchase used vehicle to use as forestry, retain current vehicle as utility (tow trailers, clean-up at incidents, emergency access to driveway, trees/wires calls, training, staff usage, etc.)
- Provides ability to purchase when a viable used vehicle is available on the private market or through State surplus program (as used by the Highway Department)

There were no amendments so the article will appear on the ballot as written.

FIRE DEPARTMENT/OLD TOWN HALL LOT PAVING

Article 9: To see if the Town will vote to raise and appropriate the sum of \$70,000 to reclaim and repave the parking lot of the municipal lot serving the Old Town Hall and Fire Station.

Estimated 2015 tax rate impact: 8¢

Recommended by the Board of Selectmen (Vote: 3-0-1)

Recommended by the Budget Committee (Vote: 9-0-0)

Kevin Bourque spoke to the article- Parking lot shows significant wear, cracking and water pooling. This bid includes full depth pulverization of 3500 sq. yds. grading for proper draining, 2" basecoat and 1" finish coat. Also includes adjusting existing pipes, manholes and drainage structures. Installation of 100 ft. of underdrain.

There were no amendments so the article will appear on the ballot as written.

PUBLIC WORKS EXPENDABLE TRUST FUND DEPOSIT

Article 10: To see if the Town will vote to raise and appropriate the sum of \$12,970 for deposit into the Public Works Expendable Trust Fund previously established. Said sum represents the amount withdrawn in 2014 for replacement of a baler at the Solid Waste Facility.

Estimated 2015 tax rate impact: 2¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

Jason Hoch spoke to the article

There were no amendments so the article will appear on the ballot as written.

DELIBERATIVE SESSION

HIGHWAY PAINT STRIPING MACHINE

Article 11: To see if the Town will vote to raise and appropriate the sum of \$7,500 for the purchase of a paint striping unit for the Highway Department for the purpose of painting stop bars, roadway wording and parking lots.

Estimated 2015 tax rate impact: 1¢

Recommended by the Board of Selectmen (Vote: 3-1-0)

Not recommended by the Budget Committee (Vote: 3-6-0)

- Kevin Bourque spoke to the article
- Currently budget \$10,000 for striping purposes in Highway Budget which is insufficient for all striping
- Includes not only fog lines and double yellow lines, but also stop bars, crosswalks, "STOP", "SCHOOL" and "AHEAD" words, turn arrows
- To paint all fog and center lines (8664 ft. of double yellow and 16,848 ft. of white) - approximately \$12,365. So, not all are painted annually
- Albuquerque has 134 stop bars, 8 "STOP", 13 arrows, 1 "ONLY", 2 "SCHOOL"s and 8 "AHEAD"s - cost in 2014 to paint - \$5,606
- Remainder of town - 220 stop bars, 36 crosswalks, 28 "STOP"s
- Additional parking lot striping at Town Hall and Fire Department
- Estimated cost to paint all pavement markings annually \$28,000
- This would allow for Highway Department to paint everything except double yellow and fog lines
- In first year, would also allow for relocation of some stop bars to more appropriate locations
- Budget allocation would allow for painting for yellow and fog and paint for this machine

There were no amendments so the article will appear on the ballot as written.

ROUTE 102 INTERSECTION/ALBUQUERQUE AVE EXTENSION

Article 12: To see if the Town will vote to raise and appropriate the sum of \$160,000 for planning, design, engineering and permitting for extending Albuquerque Avenue to a new intersection along NH Route 102. This is the result of the approval of 2014 Article 19 directing the Board of Selectmen to bring forward an article to study alternatives and potential costs for a controlled intersection allowing access to Route 102.

Estimated 2015 tax rate impact: 19¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Not recommended by the Budget Committee (Vote 2-7-0)

- Frank Byron spoke to the article explaining that in 2014 an article directed the Board of Selectmen to bring to the 2015 annual meeting, an article to study alternatives and potential costs for a controlled intersection allowing access to Route 102
-

DELIBERATIVE SESSION

- Road Agent and consulting engineer reviewed options starting with improving existing Page Road/102 intersection
- Current intersection at Page and Route 102 has constraints
 - Located in Hudson
 - Angle would require change; potential acquisition of property needed by Town of Hudson or NHDOT
 - Loss of local control in Litchfield, but requirement to spend Litchfield taxpayer money
 - Insufficient width on Route 102 to add turning lanes
 - Commercial and residential driveways close to intersection
 - These factors led to rejecting improving existing Page Road/102 as a viable recommendation early in process

There were no amendments so the article will appear on the ballot as written.

HUMAN SERVICES AGENCIES

Article 13: To see if the Town will vote to raise and appropriate the sum of \$11,250 to support the requests of Human Service agencies including Big Brothers/Big Sisters, Home Health & Hospice Care, St Joseph's Community Services (Meals on Wheels), Bridges and Community Council of Nashua.

Estimated 2015 tax rate impact: 1¢

Recommended by the Board of Selectmen (Vote:)

Recommended by the Budget Committee (Vote: 3-0-6)

John Brunelle spoke to the article

There were no amendments so the article will appear on the ballot as written.

NON UNION WAGE PLAN IMPLEMENTATION

Article 14: To see if the Town will vote to raise and appropriate the sum of \$30,000 for implementation of the first phase of a revised employee wage plan, as approved by the Board of Selectmen in 2013, for non-union employees. The wage schedule for these employees has not been adjusted since 2010. It is estimated that implementing this plan will take three years.

Estimated 2015 tax rate impact: 3¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

- No Cost of Living increase since 2010
- Many employees, because of their longevity, have hit a plateau in old wage plan, so have not received increase for some or all of this period
- Covers 20 positions
- \$30,000 represents approximately 2.5% of affected wages
- Local data shows improving economy

DELIBERATIVE SESSION

- 2014 tax payments - 96% by due date
- Lien interest down 29% from 2013
- New vehicle registrations increased 7.7% in 2014 over 2012
- December 2014 new vehicle registrations up 15.7% over previous December

There were no amendments so the article will appear on the ballot as written.

CAPITAL RESERVE FUND MANAGEMENT

Article 15: To see if the Town will vote, pursuant to RSA 35:9-a-II, to authorize the Trustees of Trust Funds to pay for capital reserve fund investment management services and other expenses incurred, from capital reserve funds income. No vote by the Town to rescind such authority shall occur within five years of the original adoption of this article.

Recommended by the Board of Selectmen (Vote: 4-0-0)

Jason Hoch spoke to the article.

There were no amendments so the article will appear on the ballot as written.

TAX CAP

Article 16: Shall the Board of Selectmen present to next year's annual meeting, an article adopting the provisions of RSA 32:5-b which could implement a tax cap whereby the Budget Committee shall not submit a recommended budget that increases the amount to be raised by local taxes, based on the prior fiscal year's actual amount of local taxes raised, by more than a certain dollar amount or percentage?

Recommended by the Board of Selectmen (Vote: 4-0-0)

Frank Byron spoke to the article

- This article does not implement a tax cap
- Intended to gauge if there is interest for the Board of Selectmen to propose a cap next year
- If proposed, would include Board's recommended dollar amount or percentage of cap
- A cap would affect Budget Committee's recommended budget, not the ability of Deliberative Session to amend budget (subject to current 10% cap set by Municipal Budget Law)

There were no amendments so the article will appear on the ballot as written.

BUDGETING FOR LEASE/PURCHASES

Article 17: Shall the Budget Committee be directed to incorporate into their calculation of budgets, all related appropriations for equipment lease/purchases as proposed by the governing body consistent with RSA 33:7-e.

Recommended by the Board of Selectmen (Vote: 4-0-0)

DELIBERATIVE SESSION

- Advisory article
- Board of Selectmen recommends lease/purchase of certain items to reduce tax burden in a given year
- Have used for purchases such as cruisers and copiers
- When anticipated in budget, would show in proposed budget
- Budget Committee has preferred full purchase cost in budget
- This has effect of increasing tax burden
- Selectmen were prevented from proposing Police cruiser lease this year and included 2 full purchases instead

Bill Spencer - Cranberry Lane made a motion to amend article 17 to read as follows.

Amended Article 17 Shall the Budget Committee be directed to incorporate into their calculation of budgets, all related appropriations for equipment lease/purchases as proposed by the governing body consistent with RSA 33:7-e. THIS IS AN ADVISORY ARTICLE ONLY

A voice vote was taken and all were in favor so article will appear on ballot as amended

AGRICULTURAL COMMISSION

Article 18: Shall the Town establish an Agricultural Commission as authorized by RSA 674:44-e with members of the Commission to be appointed by the Board of Selectmen. The Commission shall be comprised of not less than 3 members and no more than 7 members. The purpose of such a Commission is the proper recognition, promotion, enhancement, encouragement, use, management, and protection of agriculture and agricultural resources, tangible or intangible that is valued for their economic, aesthetic, cultural, historic or community significance within their natural, built, or cultural contexts.

Recommended by the Board of Selectmen (Vote: 4-0-0)

Frank Byron spoke to the article

- Planning Board survey showed strong interest in preserving agricultural land and uses
- A Commission can serve as an advocate for protection and encouragement of agricultural uses
- Advisory role only - state law does not give a commission regulatory power or the ability to purchase land
- Envision Commission working collaboratively with Conservation Commission who has adopted this focus in the absence of an Agricultural Commission and providing advice to Board of Selectmen and Planning Board as needed

Ralph Boehm asked if this commission would have any authority in what the local farms can and cannot do.

Frank answered no with the assistance of Town Council.

There were no amendments so the article will appear on the ballot as written.

DELIBERATIVE SESSION

BY PETITION

Article 19: (By Petition) To see if the Town will vote to hire a part-time cable coordinator to be paid through the Cable Revolving Fund. It is estimated that the total cost of wages and related taxes should not exceed \$17,000, with the coordinator working approximately 20 hours per week. This would have a net cost to 2015 general taxation of \$0.

Recommended by the Board of Selectmen (Vote: 3-1-0)

Jason Hoch spoke to the article on behalf of John Latsha

There were no amendments so the article will appear on the ballot as written.

No further business to conduct and a motion was made to close the meeting at 11:46.

A true record of business conducted at the Deliberative session, attest:

Theresa L. Briand
Town Clerk

2015 WARRANT

To the inhabitants of the Town of Litchfield in the County of Hillsborough in said State, qualified to vote in Town Affairs:

You are hereby notified that the first session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on January 31, 2015 at 10:00 a.m. for explanation, discussion and debate of each warrant article. Warrant articles may be amended at this session per RSA §40:13, IV.

You are hereby notified that the second session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 10, 2015 at 7:00 in the forenoon for the choice of Town Officers elected by official ballot to vote on questions required by laws to be inserted on the official ballot and to vote on all warrant articles from the first session on official ballot per RSA §40:13, VIII. The polls for the election of town officers and other action required to be inserted on said ballot will be open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

ELECTION OF OFFICERS

Article 1:

Moderator

John G. Regan

3 year term

Selectmen

Steven Perry

Jason Guerrette

3 year term

Budget Committee Members

William Spencer

Robert Keating

3 year term

Cemetery Trustee

Steven P. Calawa

3 year term

Library Trustee

Gail Musco

3 year term

Trustee of Trust Funds

Steven P. Calawa

3 year term

MULTI-FAMILY RESIDENTIAL OVERLAY

Article 2: Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

2015 WARRANT

Adopt a new zoning section 550.00 – 553.00 “Multi-Family Residential Overlay District,” to provide an opportunity for multi-family residences within the Town of Litchfield consistent with the Town’s single-family character and NH State law. The purpose of the amendment is to provide opportunities for development of multi-family housing as required by state law. Any new multi-family construction shall maintain the existing character of the neighborhood. The minimum lot size shall be 2 acres for the first 3 dwelling units, with an additional 5,000 square feet required for each additional unit and no more than 6 dwelling units may be permitted in any one structure. The district boundaries shall be the Residential and Commercial Districts north of Leach Brook and the Residential, Commercial and Transitional Districts east of Route 3A and south of Chase Brook to Albuquerque Avenue and then south of Page Road to the Hudson town line.

Recommended by the Planning Board

IMPACT FEE ORDINANCE REVISION

Article 3: Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Repeal Zoning sections 1300.00 Public Capital Facilities Impact Fees and 1400.00 Public School Facilities Impact Fee and replace with New Section 1300.00 Impact Fees. The purpose of the repeal and replacement of these articles is to merge and reorganize the Towns two largely redundant Zoning sections relative to Impact Fees, as well as, update language to be consistent with current state law, practices, and standards.

Recommended by the Planning Board

ACCESSORY DWELLING UNITS

Article 4: Are you in favor of the adoption of Amendment No. 3 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend Section 507.04 of the Accessory Dwelling Unit section of the Zoning Ordinance to increase the maximum size of such units from 650 to 800 square feet.

Recommended by the Planning Board

OPERATING BUDGET

Article 5: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling \$5,232,478. Should this article be defeated, the default budget shall be \$5,136,261 which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

2015 WARRANT

Estimated 2015 tax rate increase of proposed budget is 11¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

ROAD IMPROVEMENT

Article 6: To see if the Town will vote to raise and appropriate the sum of \$200,000 for the purpose of road pavement improvement projects. It is anticipated that these funds will be used toward the cost of repairs to Pinecrest Road and Blue Jay Way as well as other roads as necessary.

Estimated 2015 tax rate impact: 24¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

FIRE DEPARTMENT AIRPACK REPLACEMENT

Article 7: To see if the Town will vote to raise and appropriate the sum of \$163,000 for the purchase of replacement breathing apparatus equipment to replace apparatus scheduled to be out of service in 2015. It is the intention of the Fire Department to seek grant funding for this replacement and to fund this appropriation fully with the grant. If the grant is not received, this appropriation is to be funded by authorizing the withdrawal of that amount from the unexpended fund balance as of December 31, 2014. This would have a net cost to 2015 general taxation of \$0.

Estimated 2015 tax rate impact: \$0.00

Recommended by the Board of Selectmen (Vote: 3-0-1)

Recommended by the Budget Committee (Vote: 9-0-0)

FIRE DEPARTMENT UTILITY VEHICLE

Article 8: To see if the Town will vote to raise and appropriate the sum of \$20,000 for the replacement of the utility vehicle used by the Fire Department.

Estimated 2015 tax rate impact: 2¢

Recommended by the Board of Selectmen (Vote: 3-0-1)

Recommended by the Budget Committee (Vote: 7-2-0)

FIRE DEPARTMENT/OLD TOWN HALL LOT PAVING

Article 9: To see if the Town will vote to raise and appropriate the sum of \$70,000 to reclaim and repave the parking lot of the municipal lot serving the Old Town Hall and Fire Station.

Estimated 2015 tax rate impact: 8¢

Recommended by the Board of Selectmen (Vote: 3-0-1)

Recommended by the Budget Committee (Vote: 9-0-0)

2015 WARRANT

PUBLIC WORKS EXPENDABLE TRUST FUND DEPOSIT

Article 10: To see if the Town will vote to raise and appropriate the sum of \$12,970 for deposit into the Public Works Expendable Trust Fund previously established. Said sum represents the amount withdrawn in 2014 for replacement of a baler at the Solid Waste Facility.

Estimated 2015 tax rate impact: 2¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

HIGHWAY PAINT STRIPING MACHINE

Article 11: To see if the Town will vote to raise and appropriate the sum of \$7,500 for the purchase of a paint striping unit for the Highway Department for the purpose of painting stop bars, roadway wording and parking lots.

Estimated 2015 tax rate impact: 1¢

Recommended by the Board of Selectmen (Vote: 3-1-0)

Not recommended by the Budget Committee (Vote: 3-6-0)

ROUTE 102 INTERSECTION/ALBUQUERQUE AVE EXTENSION

Article 12: To see if the Town will vote to raise and appropriate the sum of \$160,000 for planning, design, engineering and permitting for extending Albuquerque Avenue to a new intersection along NH Route 102. This is the result of the approval of 2014 Article 19 directing the Board of Selectmen to bring forward an article to study alternatives and potential costs for a controlled intersection allowing access to Route 102.

Estimated 2015 tax rate impact: 19¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Not recommended by the Budget Committee (Vote 2-7-0)

HUMAN SERVICES AGENCIES

Article 13: To see if the Town will vote to raise and appropriate the sum of \$11,250 to support the requests of Human Service agencies including Big Brothers/Big Sisters, Home Health & Hospice Care, St Joseph's Community Services (Meals on Wheels), Bridges and Community Council of Nashua.

Estimated 2015 tax rate impact: 1¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 3-0-6)

NON UNION WAGE PLAN IMPLEMENTATION

Article 14: To see if the Town will vote to raise and appropriate the sum of \$30,000 for implementation of the first phase of a revised employee wage plan, as approved by the Board of Selectmen in 2013, for

2015 WARRANT

non-union employees. The wage schedule for these employees has not been adjusted since 2010. It is estimated that implementing this plan will take three years.

Estimated 2015 tax rate impact: 3¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

CAPITAL RESERVE FUND MANAGEMENT

Article 15: To see if the Town will vote, pursuant to RSA 35:9-a-II, to authorize the Trustees of Trust Funds to pay for capital reserve fund investment management services and other expenses incurred, from capital reserve funds income. No vote by the Town to rescind such authority shall occur within five years of the original adoption of this article.

Recommended by the Board of Selectmen (Vote: 4-0-0)

TAX CAP

Article 16: Shall the Board of Selectmen present to next year's annual meeting, an article adopting the provisions of RSA 32:5-b which could implement a tax cap whereby the Budget Committee shall not submit a recommended budget that increases the amount to be raised by local taxes, based on the prior fiscal year's actual amount of local taxes raised, by more than a certain dollar amount or percentage?

Recommended by the Board of Selectmen (Vote: 4-0-0)

BUDGETING FOR LEASE/PURCHASES

Article 17: Shall the Budget Committee be directed to incorporate into their calculation of budgets, all related appropriations for equipment lease/purchases as proposed by the governing body consistent with RSA 33:7-e. This is an advisory article only.

Recommended by the Board of Selectmen (Vote: 4-0-0)

AGRICULTURAL COMMISSION

Article 18: Shall the Town establish an Agricultural Commission as authorized by RSA 674:44-e with members of the Commission to be appointed by the Board of Selectmen. The Commission shall be comprised of not less than 3 members and no more than 7 members. The purpose of such a Commission is the proper recognition, promotion, enhancement, encouragement, use, management, and protection of agriculture and agricultural resources, tangible or intangible that are valued for their economic, aesthetic, cultural, historic or community significance within their natural, built, or cultural contexts.

Recommended by the Board of Selectmen (Vote: 4-0-0)

2015 WARRANT

BY PETITION

Article 19: (By Petition) To see if the Town will vote to hire a part-time cable coordinator to be paid through the Cable Revolving Fund. It is estimated that the total cost of wages and related taxes should not exceed \$17,000, with the coordinator working approximately 20 hours per week. This would have a net cost to 2015 general taxation of \$0.

Recommended by the Board of Selectmen (Vote: 3-1-0)

Given under our hands and seal this 20th of January, in the year of our Lord Two Thousand Fifteen.

Litchfield Board of Selectmen
John R. Brunelle, Chairman
Frank A. Byron, Vice Chairman
Kevin C. Bourque
Brent T. Lemire
Steven D. Perry

As amended at Deliberative Session, January 31, 2015

ANNUAL REPORT
of the
LITCHFIELD
NEW HAMPSHIRE
SCHOOL DISTRICT



2014

LITCHFIELD SCHOOL DISTRICT ANNUAL REPORT – 2014

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SCHOOL DISTRICT OFFICERS

MODERATOR

John G. Regan

CLERK

Jason Guerrette

TREASURER

Lynn Baddeley

SCHOOL BOARD

Brian Bourque, Chair
Term Expires March 2016

Derek Barka, Vice-Chair
Term Expires March 2015

Janine Lepore
Term Expires March 2017

Dennis Miller
Resigned October 1, 2014
Replaced by
Mary Prindle
Term Expires March 2015

John York
Term Expires March 2016

Shelby Chacos
Jack Trembley
Student Representatives to the Board 2014-2015



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Brian Bourque, Chair

Derek Barka, Vice Chair

Janine Lepore

John York

Mary Prindle

2014 ANNUAL REPORT SCHOOL BOARD CHAIR

To the residents of Litchfield:

In the March elections Janine Lepore was selected to replace outgoing School Board member Trish D'Alleva. Dennis Miller was elected as Chair of the Litchfield School Board replacing Derek Barka and I was elected Vice-Chair. At a School Board meeting in October Mr. Miller resigned from the School Board. As a result I assumed the position of Chair at that point and Mr. Barka was elected to the position of Vice-Chair. After receiving applications from four individuals, the School Board elected former School Board member Mary Prindle to the vacant seat for the duration of the term (March 2015).

The Board continues to focus on improving educational programs as a vehicle for providing the best possible educational opportunities for our students. Examples of these improvements over the last year include:

- Griffin Memorial School adding a new computer lab that will be used for instruction with students in grades 3-4. The lab will also provide all students with increased access to technology during the school day. The Board is also hoping that the lab will be utilized beyond the school day as well.
- In March 2014 voters also approved the addition of a part-time computer teacher to make better use of the new computer lab, new access control systems to improve security and building access (especially during the school day), and the addition of \$50,000 in unexpended budget funds to the nearly depleted Building Maintenance Capital Reserve Fund.
- Installation of more "Smart Boards" in the district to improve instruction by allowing teachers to bring richer resources to the classroom.
- Increased support for math at the middle school and high school levels, including adding a second math block to the grade 7 program.
- Increasing the number of "daily" math classes at Campbell High School. CHS is also requesting the addition of Advanced Placement (AP) Statistics for the next school year.
- The district is also looking at math acceleration models that would allow students to take courses through the Virtual Learning Academy Charter School (VLACS).
- The district is also working on changes to the teacher evaluation system.

As you may be aware, the district's assessment data continues to show high levels of achievement in most areas and strong steady growth in those areas where we have traditionally not done as well. In the fall, Campbell High School received news that they had been named to Newsweek's magazine's list of top 500 high schools nationally for 2014, coming in at number 142. Only two New Hampshire High Schools made the list.

The district continues to provide a great range of co- and extra-curricular activities that support student growth and engagement. Litchfield Middle School had another very successful year of athletics, winning several Tri-state championships. Campbell High School also won state championships in girls' basketball and softball and the boys finished as state runner-up in basketball and won their first ever state championship in football.

The 2015-16 budget process has all but concluded. While the final budget total will show a significant increase, most of that change came in the areas of salary and benefits. As enrollment continues to decrease the School Board will continue to try and maintain a balance between costs and offering our students the level of education that they need to graduate high school ready for success in an increasingly competitive world.

I would like to thank the community for its ongoing support of the schools and also thank the teachers and staff in the school district for their hard work and dedication.

Respectfully,

Brian Bourque

Chairman, Litchfield School Board



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court
Litchfield, NH 03052

2014 ANNUAL REPORT SUPERINTENDENT OF SCHOOLS

Every year brings changes and challenges, and this year has been no exception. With respect to changes, this year has been a busy one.

In March, Janine Lepore was elected to the School Board in the position vacated by Trish D'Alleva, whose three-year term was completed. Ms. D'Alleva's contributions to the work of the School Board have been significant, and I would like to take this opportunity to recognize her for her service to the Litchfield School District. Dennis Miller was elected as Chair of the Litchfield School Board replacing Derek Barka. Brian Bourque was elected Vice-Chair. At a School Board meeting in October Mr. Miller resigned from the School Board. Mr. Bourque assumed the position of Chair and Mr. Barka was elected to the position of Vice-Chair. After receiving applications from four individuals, the School Board elected former School Board member Mary Prindle to the vacant seat for the duration of the term (March 2015).

In March 2014, Article 1, the Budget Committee's recommended budget of \$19,761,322.57, was not approved by the voters. This resulted in the default budget of \$19,649,214.00 becoming the operating budget for the 2014-15 school year. Article 2, the tentative agreement between the teachers' association (Litchfield Education Association - LEA) and the Litchfield School Board, however, was approved by the voters and 2014-15 is the first year of the new three-year contract with the teachers' association.

The voters also approved Article 3 for a part-time computer teacher position at Griffin Memorial School. Additionally, voters approved Article 4, to add \$50,000 to the nearly depleted Building Maintenance Capital Reserve Fund, and Article 5, to purchase security equipment necessary to upgrade external access controls at all three schools. In the summer a new computer lab was created at Griffin Memorial School for instructional use with Grades 3 and 4, with the instruction being provided by the new part-time computer teacher approved by the voters.

In the summer of 2014 Human Resources Director Tracy Micali left the district to pursue opportunities elsewhere. I would like to take this opportunity to thank her for her work on behalf of the Litchfield School District. Hollie Messenger, formerly from the City of Nashua Human Resources Office, came on board at the end of the 2013-14 school year to fill the vacated Human Resources Director position. There were also a significant number of changes in personnel throughout the teaching and support staff.

In the fall schools began preparing for the first administration of the Smarter Balanced Assessment Corporation (SBAC) state test, which is scheduled for the spring of 2015. As well, Campbell High School received news that they had been named to Newsweek magazine's list of top 500 high schools nationally for 2014. Only two New Hampshire High Schools made the list.

The 2015-16 budget process has all but concluded. As of the end of December we are awaiting one final meeting of the Budget Committee to finalize the proposed 2015-16 school district budget.

I would like to thank the community for its ongoing support of the schools and also thank the teachers and staff in the school district for their hard work and dedication.

Respectfully,

Brian Cochrane
Superintendent of Schools



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

2014 ANNUAL REPORT BUSINESS AND FINANCE

I am pleased to submit the 2014 annual report on the financial and business operations of the school district.

The district had an unassigned general fund balance of \$788,619 at the end of the fiscal year, representing less than 4% of the total budget. All areas of the budget impact the calculation resulting in the bottom-line, some greater than others. There were three components that were significant in 2014:

- Other local revenue was \$213,421 over projected due mainly to multiple health and dental insurance premium refunds received from Local Government Center Health Trust;
- Federal revenue was \$101,871 over projected due to the district receiving greater than anticipated reimbursement from Medicaid for student related expenditures; and
- Purchased service expenditures was \$455,955 under appropriation with Special Education components comprising the majority of this underspend. The appropriations with balances under the Special Services umbrella were not reallocated to other areas of the budget and thus became a major contributor to the unassigned fund balance.

Total appropriation for salaries and benefits for fiscal year 2014 was \$14,503,503; representing 73% of the total general fund. These appropriations were underspent by \$49,671 or less than 1% of the total allocation with total salaries underspent by \$84,802 and total employee benefits overspent by \$35,131.

Health insurance premiums were \$1,949,739 in 2014, with program premiums increasing by 3.75% from the previous year. Health insurance represents the largest benefit expense by \$931,557 over that of teacher retirement. In an effort to impact, in a small way, the ever rising cost of health insurance premiums, the district continues to support an employee wellness program under the direction of SAU 27 Administrative Assistant Michele Flynn, and was funded by our health care provider, HealthTrust. This program attempts to modify behavior by motivating employees to make positive changes with the goal of enhancing productivity, decreasing employee absenteeism, and lowering insurance and workers compensation costs.

Critical to the successful education of our children is a healthy learning environment that includes safe facilities. Achieving this goal at a high level comes with many benefits from pride and ownership among students, staff, and the support of the Litchfield community. Through the effort of our facility managers David Ross, Sue Ayer and coordinator Matthew Bennett and their fine staff, our goal to maintain a clean and orderly environment in our schools each and every day of the year was enhanced in 2014 with repairs and improvements to buildings and grounds that included tile and carpet replacement, window replacement, building roof repairs, and the installation of a computer lab at GMS.

Every school day our food service staff strives to provide students with quality food choices, convenience and service, and balanced nutrition. This group of dedicated staff, under the direction of Hilda Lawrence, show up every day ready to make a difference in the lives of the students they serve. In 2014, our ability to service students and staff was enhanced with the purchase of a new point-of-sale software system and

computer hardware, installed and made operational during the school year. With the implementation of the new POS system came an enhanced online payment program, My School Bucks. This online website allows parents to pay for school meals, view account balances and track their child's cafeteria purchases.

Most of us realize the importance of the accounting department in keeping school finances and operations running without a hitch or delay. Our financial staff oversees backroom financial functions of our school district that includes payroll, cash receipts, payments, procurement and inventory, and property accounting. Working in tandem with the school district Treasurer, the success of this group is well documented by annual audited financial statements, including fiscal year 2014, that indicate very little, if any, operational deficiencies or recommended areas of improvement by the external auditor. This group includes Lynn Baddeley, Jody Bellerive, Christine Lavacchia, and Ann Inamorati.

It was a pleasure serving the students, staff, and residents of Litchfield in 2014, completing my first year as Business Administrator and I look forward to meeting the many challenges that are ahead with a fine team of professional and dedicated staff of the business and finance team.

Sincerely,

Frank Markiewicz
Business Administrator



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

2014 ANNUAL REPORT DEPARTMENT OF SPECIAL SERVICES

The Special Services Department encompasses the following mandated areas: special education, 504, English language learners, homeless liaison, and home schooling. Below you will find a chart that includes the current number of students supported in these areas.

p	
Special Education	209
504	132
English Language Learners	9
Homeless Youth	6
Home Schooled Students	29

In order to support and meet the needs of our students several positions were added. These positions included the addition of a special education teacher at LMS, as well as 4 paraprofessional positions district wide.

The district received the following federal grant funds for FY 15.

IDEA Allocation-\$286,712.00

IDEA Preschool Allocation-\$6,451.00

The receipt of these funds allows us the opportunity to fund the following positions:

Social Worker	Litchfield Middle School
Part-Time Occupational Therapist	Griffin Memorial School
Special Education Teacher (70% of position)	Litchfield Middle School
Special Education Teacher	Campbell High School
1 Part-Time Paraprofessional	Litchfield Middle School
1 Part-Time Paraprofessional	Griffin Memorial School

Each of these positions is essential to meeting the needs of our students. Once again we purchased Aimsweb subscriptions for students with educational disabilities in our district. Aimsweb will provide staff with the opportunity to closely monitor student progress in the areas of math and reading. This progress monitoring tool will assist with instructional decision making for our students.

I enjoy working each and every day with such dedicated staff, students and parents. I would like to thank Dr. Cochrane and the Litchfield School Board for understanding and supporting the special services student population in our district. I look forward to what the next year will bring.

Sincerely,

Devin Bandurski, M.Ed.
Director of Special Services



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

2014 ANNUAL REPORT CURRICULUM AND INSTRUCTION

This was a very busy year in the realm of curriculum and instruction for our district. We continued to revise our K-12 curriculum frameworks to align with challenging standards and identify content competencies. Competency is the ability to apply particular knowledge and/or skills to an authentic setting.

During the summer of 2014, our educators began the work of revising and creating specifically designed instructional units of study for each grade level and course. This work continued throughout the year during student late arrival days, teacher workshop days, and faculty, team and department meetings. These units specifically identify what students will apply as a result of the unit of study. Examples of these transfers may include to: create informative/explanatory writing that presents and analyzes information, concepts and ideas related to a topic; reason quantitatively when analyzing, representing, and solving problems; evaluate history through inquiry; develop artistic ideas and create works of art; present musical works through selection, refinement, and conveying meaning; apply the knowledge and skills to achieve and maintain a health enhancing level of physical activity and fitness; apply scientific inquiry to solve authentic problems and demonstrate science literacy; integrate food safety and nutrition principles to food preparation; apply digital tools and strategies to gather, evaluate, and utilize information.

Our instructional unit design work has also challenged us to examine our assessments aligned with the goals of each unit. Each school has been working on refining performance assessments that require students to perform authentic tasks involving complex thinking. Teams of teachers and administrators participated in year-long professional development provided by the NH Department of Education regarding the design of performance assessments. These teams provide leadership and professional development for their colleagues in designing new assessments and reviewing previous assessments.

We are also preparing for the new state test occurring during the spring of 2015. Known as the Smarter Balanced Assessment, it will challenge students thinking skills not just knowledge acquisition. Some portions of the assessment will be multiple choice and short written answers for language arts and math. Performance tasks are other portions of the assessment that ask students to analyze several reading passages, write multi-paragraph essays, and solve multi-step math problems. The Smarter Balanced Assessment is significantly different from the former state test. We are working to familiarize students with the format and also prepare them for the increased academic challenges.

The district Program Evaluation and Review Committee meets regularly to review instructional resources, curriculum and programs. Valuable instructional resources have been acquired that enrich student learning, including new math resources for grades 6–11. Grades K–5 previously transitioned to enhanced math resources. Digital components of new resources provide students with greater access outside of school time and engaging learning activities. We hope to be able to acquire updated resources in other content areas that also include valuable digital components.

Thank you to all our district educators for working diligently to improve student learning.

Respectfully submitted,

Julie S. Heon, Ed.D.

Director of Curriculum and Instruction



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court
Litchfield, NH 03052

2014 ANNUAL REPORT TECHNOLOGY

The year 2014 has had many great achievements for Litchfield School District's technology. We have constructed a new computer lab using the latest virtual desktop technology at GMS as well as replaced two of the most highly used computer labs at CHS.

Much of the focus during the summer of 2014 was on GMS. The addition of a new computer lab at GMS has brought an exciting new learning environment into the elementary school. This lab is used half the day for computer instruction and is available to teachers for use with their classes during the remaining half of the school day. In addition we have replaced the three student computers in each GMS classroom with the same equipment as the computer lab. This has greatly increased the reliability and accessibility of technology for the elementary school.

At LMS we have furthered classroom technology by adding several new SmartBoards in Math classrooms. This technology supports the Superintendent's Math initiative at the middle school. We also have started equipping many of the classrooms with presentation speakers. While this may seem like a basic component of each classroom environment many of the school district's classrooms are without quality presentation speakers. The addition of these speakers allows teachers to better present multimedia content to students.

CHS received new computers for two of its computer labs during the summer of 2014. These labs are used for intensive computing class such as graphic design, CAD and multimedia creation. The computers which were replaced were recycled into classrooms and used to replace existing classroom desktops which were 6-8 years old.

As we look forward to the future we have two major items which need to be replaced; the district's phone systems and our Student Information System.

Our current phone systems are roughly twenty years old and have started to fail. Some people may have noticed that both GMS and CHS / SAU were unable to receive voice mail for over a week in the fall of 2014. We would like to implement a Voice over IP (VoIP) phone system at both GMS and LMS in 2015. CHS is the largest existing system and as such would be delayed until 2016. This would provide every teacher in the district with a direct line, the ability to call 911 from their classroom and a dedicated, easy to use voice mailbox.

The second major system which we look to replace in the near future is the Student Information System. Our current system is comprised of three different products; Rediker, GradeQuick and EdLine. Parents may be familiar with Edline as it provides the portal which you login to access your student's grades. Because this system is comprised of three different products the support, management and usability is greatly reduced. Data does not flow fluidly from one system to the next which results in lag times for grades being posted and internal issues with data flow. The district has convened a committee to determine how to replace this system comprised of teachers, office staff and administration. As a result a recommendation will be brought to the School Board in January 2015 to replace the current system with Infinite Campus. This transition will be pending budgetary approval to add additional IT personal to support the new system.

Respectfully submitted,

Kyle Hancock
Director of Technology



LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

2014 ANNUAL REPORT FOOD SERVICE

I am pleased to submit the annual report for the Litchfield School District Food Service Program. In my 16 years with the district, I have had the pleasure of working with a hard working food service staff, supportive administrative and SAU staff, dedicated faculty and support staff and wonderful students. Together we continue to make strides in improving and advancing the food service program throughout the years.

Lunch prices have increased by \$.25 at all the schools due in part by a federal mandate, Section 205 of the Healthy, Hunger-Free Act of 2010 which requires that schools participating in the National School Lunch Program provide the same level of support for lunches served to paid students who are not eligible for free or reduced lunches as they are for lunches served to students eligible for free lunch. Our goal is to increase lunch prices for paid students over the next several years to meet the required reimbursement rates.

The "Healthy Hunger-Free Act of 2010" also imposes stricter nutrition guidelines to help fight the obesity epidemic in the country. Meal patterns and portion sizes have changed that set the standards for calories, fat, sugar, and sodium levels for different age levels. Students are required to take a serving of fruit and/or vegetable along with two other food items on the menu to count as a reimbursable meal and be charged the price of a lunch. The Litchfield School Lunch Program has implemented these standards and is currently working to comply with the new sodium limits set this year. In July 2014, USDA has published the "Smart Snacks in School" standards that build on ensuring that all snacks and beverages for sale to student during school hours are nutritious. This includes snacks in the lunchroom, vending machines and school stores

We are into our sixth year of our Special Milk Program for the kindergarten students at Griffin Memorial School. We will include pre-K students to this program starting January 5, 2015. Students who are in school for half day sessions may purchase nonfat chocolate or 1% fat white milk for snack time at a cost of 50 cents, or free to those who qualify.

At GMS an average of 48% of its enrolled students from Grades 1-4 purchased a reimbursable lunch this year. Students have a choice of a hot entrée, sandwich or chef salad alternate. À la carte food items include fruit, vegetable, bottled water or 100% fruit juice daily as well as ice cream (low fat and reduced sugar) which is sold once a week. Special thanks go to my GMS staff: Cristen Thorpe, Pat Covey, Lynn Richardson and Darlene Gymziak for all their hard work and enthusiasm in providing the students at Griffin Memorial School a healthy and delicious lunch.

At Litchfield Middle School, the lunch participation rate runs about 40% of students taking a reimbursable hot lunch. Lunch choices include a featured hot lunch meal, sandwich alternate, "Brunch Lunch" and PBJ Sandwich Combo grab and go lunches, and salad bar alternate which all include the required protein, bread, vegetable, fruit and milk component. Special thanks to my hard working staff at Litchfield Middle School: Debi Hayes, Janice Barrett, Jillian Butler and Kathy Shakley.

Campbell High School continues to offer a Breakfast Program with reimbursable meals subsidized by the USDA. Reimbursable lunch that is offered include 2 hot lunch entrées and salad bar. Participation rate for reimbursable meals is 28% of enrollment and a much higher rate if you include à la carte sales. Lunch sales throughout the schools have increased to keep the program self-supporting. Thanks go to the kitchen staff at Campbell High School for making it all happen: Janet Belhumeur, Judy Latsha, Trisha Richardson, and Laura Dampolo.

We launched a new software Point of Sales system and changed our online payment vendor in April 2014. The transition went very smoothly. We are happy for the extra features it provides us in processing daily meal payment transactions and reports, more efficiently. Many thanks go to Ann Inamorati, our Food Service bookkeeper for her diligent work with the new system, keeping parents informed of their students' meal accounts and managing the bookkeeping duties so well. Thank you also to the Kyle Hancock and Brian Anker for their IT assistance throughout the year.

Our local and state sanitation inspection reports continue to be in compliance with required regulations that have been updated to reflect the new Food Codes. All employees are currently certified with ServSafe, a food and safety training and certificate program to comply with the district's food safety and sanitation standards.

I would like to thank all the Maintenance staff at each school and Buildings and Grounds Coordinator, Matt Bennett for helping to keep the kitchen clean and equipment maintained.

The Wellness Committee has offered wellness activities to staff and students throughout the year. Some of the activities include "Health for the Holidays" promotion that encouraged and offered wellness tips for healthy living including good nutrition and physical activity. "Walk Free on the AT (Appalachian Trail)" was a friendly competition among the schools to encourage physical activity. Healthy living was encouraged in classrooms, outside school activities and home life. Many thanks go to the members of the Wellness committee for giving of their time and efforts in promoting and coordinating activities in their schools. Special acknowledgment and thanks go to Michele Flynn, the district's Health and Safety Coordinator for her fine work and tremendous contributions to the group.

Our appreciation and thanks also to the SAU staff, to Frank Markiewicz, Business Administrator and to Dr. Brian Cochrane for their continued assistance and support.

Respectfully submitted by,

Hilda Lawrence
Food Services Director

LITCHFIELD SCHOOL ADMINISTRATIVE UNIT #27 STAFF - 2014 - 2015

<u>Name</u>	<u>Position</u>	<u>Degree</u>	<u>Salary</u>
Bandurski, Devin	Director Special Service	M	\$87,141.00
Cochrane, D. Brian	Superintendent	Ph. D.	\$118,500.00
Hancock, Kyle	Director Technology	M	\$70,598.00
Heon, Julie	Director Curriculum & Instruction 80%	Ed. D.	\$70,620.00
Lawrence, Hilda	Director Food Service	B	\$50,477.00
Markiewicz, Frank	Business Administrator	B	\$88,500.00
Messenger, Hollie	Director Human Resources	B	\$54,841.00

LITCHFIELD SCHOOL DISTRICT STAFF 2014 - 2015

<u>Name</u>	<u>Position</u>	<u>Degree</u>	<u>Salary</u>
Deslauriers, Jill	Speech Associate	B	\$62,226.00
Goldfarb, Rebecca	Speech Pathologist	M	\$38,710.00
Hegarty Follis, Kathleen	Occupational Therapist	M	\$48,667.00
Henninghausen, Virginia	ESOL Teacher 75%	B	\$32,812.50
Mague, Danielle	Speech Pathologist	M	\$50,325.00
McGarry, Kathrine	Speech Pathologist	M	\$64,437.00
Moore, Rebecca	Occupational Therapist 40%	B	\$22,128.00
Paro, Hillary	Behavior Specialist	M	\$62,620.00
Pelland, Elin	School Social Worker	M - LICSW	\$54,621.00
Schuler, Yesenia	School Psychologist	CAGS	\$62,612.00

GRIFFIN MEMORIAL SCHOOL

229 CHARLES BANCROFT HIGHWAY
LITCHFIELD, NH 03052
PHONE: 603-424-5931 FAX: 603-424-2677

SCOTT THOMPSON

PRINCIPAL

CONSTANCE FARO

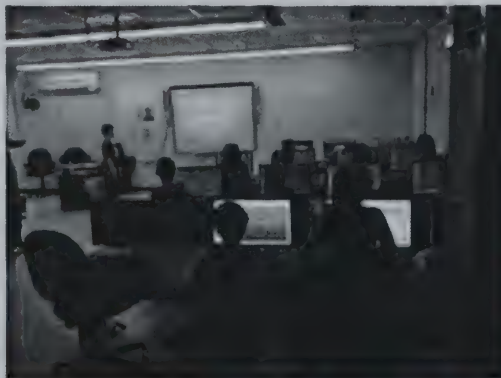
ASSISTANT PRINCIPAL

2014 PRINCIPAL'S ANNUAL REPORT

The staff at Griffin Memorial School continued to work on our district's initiatives around the key areas of curriculum, instruction and assessment of student learning during 2014. At the same time, we are continuing on a path of improvement of the school facility, making our older building as hospitable as possible for our staff and students.

We had a few staff changes in 2014. Last year, Susan McGowan retired after many years as a second grade teacher. Sandie Johnstone, longtime first grade teacher, left the district to become an assistant principal. Sarah Quimby transferred to Grade 1, and we hired Janine Ancil as a new third grade teacher. Our new computer technology teacher is Scott Turcotte. James Phillips is our 2014-15 intern for school psychology, and Rebecca Goldfarb replaced Emily Checkoway as one of our speech and language pathologists. During 2014, we hired six paraprofessionals, Tricia Curtis, Susan Simard, Joanne Utrera, Dolores Brink, Stacy Lencki and Karen Santom.

Our maintenance staff continues to work toward improving and updating GMS infrastructure. We reclaimed the swails that were designed to improve drainage at the school by removing trees and brush. We installed a fence along the front length of the playground for improved safety, and improved the parent drop off area. We replaced the hallway carpeting in the first grade wing and repaired and repainted the façade of the 1930s building. We repointed all the bricks on the fourth grade wing from room 24 through 19, continuing the initiative started two years ago. We repaired drain pipes from the roof to the swail, remortared the bricks at the top of the gym, and removed, cleaned and reinstalled intake vents on the exterior wall. We replaced the decking on the kindergarten steps and ramp with composite decking. The most significant improvement in the building was the creation of a new computer lab. With this addition, and the creation of a half time computer instructor position, our third and fourth grade students now have computer class every week, and all teachers are able to bring their classes to the lab when it is not in use.



*Fourth Grader Caleb Carten presents his
Powerpoint autobiography in computer class.*

The district's revisions of Math and English Language Arts were officially adopted by the school board in the first half of 2014. Our staff had already begun the hard work of changing instructional practices and learning goals to meet new expectations, gradually implementing new ideas from draft documents during the 2012-13 school year.

The last administration of New Hampshire's NECAP tests in reading and math occurred in the fall of 2013. We receive the results in January. Because the data is based on October assessments, and is meant to measure the previous year's teaching and learning, I have included the data from the LMS grade 5 students who attended GMS in 2012-13. All of the shaded boxes indicate grades and subjects in which GMS students outperformed the state, meaning that there was a higher percentage of students who were graded Proficient or Proficient with Distinction.

	% Proficient With Distinction	% Proficient	% Partially Proficient	% Substantially Below Proficient
Grade 3 Rdg., GMS	19	63	10	8
Grade 3 Rdg., NH	21	56	14	9
Grade 3 Math, GMS	21	42	20	17
Grade 3 Math, NH	24	46	18	12
Grade 4 Rdg., GMS	22	58	13	8
Grade 4 Rdg., NH	23	52	17	9
Grade 4 Math, GMS	22	54	18	7
Grade 4 Math, NH	27	46	16	11
Grade 4 Sci., GMS	0	56	39	5
Grade 4 Sci., NH	1	45	44	10
Grade 5 Rdg., LMS	36	54	8	3
Grade 5 Rdg., NH	20	59	17	5
Grade 5 Math, LMS	16	56	17	11
Grade 5 Math, NH	21	52	15	12
Grade 5 Writing, LMS	18	55	16	10
Grade 5 Writing, NH	16	46	28	10

It is our hope that our efforts to improve our math program, through curriculum revision, adoption of a new textbook aligned with Common Core State Standards, and recent training in instructional practices, will result in stronger results in mathematics. GMS has long had a very strong reading program, and we have a full time reading specialist and three reading tutors to support students who struggle. We also have an annual summer reading academy, to extend learning beyond the school year. The results in reading and writing assessments speak well for the importance of this early intervention. We do not yet have the same kind of support for students in mathematics.

As mentioned above, the October, 2013 administration of NECAP tests in reading and mathematics was the last. In March, 2015, New Hampshire students will join students in 16 other states and one territory in taking the Smarter Balanced Assessments as our state test. These tests represent new and very rigorous expectations for what our students should know and be able to do. The new tests will be taken on computers, and will include multi-step tasks which require higher cognitive skills and more complex thought processes.

Our teachers and students have been working to prepare for this change. During the 2013-14 school year, GMS teachers participated in the New Hampshire Performance Assessment Network. This school year, teachers are working to complete instructional units which include performance tasks, and which are based on the new, more rigorous expectations. The introduction of computer class is giving our students training in word processing and online navigation skills, so that they will be better prepared for the new tests in March. The computer class also addresses more general concepts like digital citizenship, basic typing skills and presentation software (such as Powerpoint).

Enrollment continues to shrink a little each year at GMS, as incoming classes are generally smaller than the outgoing classes. As of December 31, 2014 we have 107 students in grade 4, but only 78 in grade 1. In 2014-15, we reduced the grade 2 teaching positions from five to four. We anticipate the reduction of one third grade position in 2015-16.

GMS students continue to show incredible civic and social awareness, and to exhibit their caring through action. Our 2013-14 student council again chose to raise money to help those less fortunate than themselves. The student council sold GMS sweatshirts, and through their efforts were able to support the Humane Society of Greater Nashua, Marguerite's Place, The American Cancer Society, Make-A-Wish Foundation and the Litchfield Community Church food pantry. Mrs. Robinson and members of the Green Team run a recycling program. On June 17, our students participated in the second annual GMS Relay Recess, in support of Relay for Life, focused on supporting research to help find a cure for cancer. This fall, our students organized a memorable Veteran's Day ceremony to honor our community's veterans, complete with a Powerpoint presentation telling the history of the five branches of the service. The GMS student council helped gather and manage the more than 900 food items GMS students donated to the Litchfield Food Pantry in December.

As every year, GMS students participated actively in the District Spring Arts Festival in March. The chorus and recorder ensemble performed to a packed house, and we had hundreds of our students' pieces on display. Our students hold up well in regional and state contests. In August, Mrs. Miller, our art teacher, submits artwork to the Hudson Litchfield Rotary Club Student Art Exhibit. Each May, our chorus also participates in the Great East Music Festival, and in 2014 they earned a platinum medal, the highest honor awarded. Over the years, the GMS chorus has earned 3 platinum medals and numerous gold medals for their outstanding work.

We are all very proud of our students at GMS and their many accomplishments. I would like to give a special thanks for the many volunteers who provide hundreds of hours of support to the school and its activities. In particular, I would like to thank the dedicated officers and members of the GMS PTO, who not only raise funds to support school activities, but also run many of them with direct adult support. And lastly, I would like to thank the dedicated, knowledgeable and hardworking teachers and staff of GMS. They truly make GMS a special place for learning, for working, and for belonging to a community.

Respectfully,

Scott Thompson
Principal, GMS

Griffin Memorial School Staff 2014 - 2015

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Grade</u>	<u>Salary</u>
ADAMAKOS	KRISTIN	TEACHER KINDERGARTEN	M	\$56,963.00
ALLEN	TRACY	TEACHER - GRADE 2	M	\$63,437.00
ANCTIL	JANINE	TEACHER - GRADE 3	M	\$55,304.00
ASHE	AMY	TEACHER - GRADE 4	M	\$60,281.00
BEACH	ERIN	TEACHER - GRADE 1	B	\$42,303.00
BENOIT	SUSAN	TEACHER - GRADE 2	B	\$59,024.00
COHEN	JULIE	TEACHER - GRADE 4	M	\$48,667.00
COTE	DORIS	TEACHER - GRADE 2	M	\$65,908.00
CULLEN KENT	PAULA	TEACHER - GRADE 4	B	\$60,024.00
DEPLOEY	SAMANTHA	TEACHER PRE-KINDERGARTEN	B	\$50,984.00
DOUCETTE	SANDRA	TEACHER - GRADE 1	M	\$67,388.00
ELEY	ALLISON	TEACHER SPECIAL EDUCATION	B	\$57,820.00
ELLIOTT	SHAUN	TEACHER - GRADE 4	B	\$36,517.00
FARO	CONSTANCE	ASST PRINCIPAL ELEMENTARY 50%	CAGS	\$30,850.00
HAARLANDER	JESSE	TEACHER - PHYSICAL ED	B	\$39,410.00
HALE MILLER	HEIDI	TEACHER ART	M	\$64,437.00
HAYES	AMANDA	TEACHER SPECIAL EDUCATION	B	\$36,517.00
LABELLE	BARBARA	TEACHER MUSIC	M	\$64,437.00
LAPLANTE	ANGELA	TEACHER - GRADE 3	B	\$46,644.00
LEARY	STACEY	TEACHER - GRADE 4	M	\$56,963.00
LEVESQUE	CAROL	TEACHER - GRADE 3	M	\$63,437.00
LLEWELLYN QUIMBY	SARAH	TEACHER - GRADE 1	B	\$48,612.00
MICHALEWICZ	INGA	TEACHER - GRADE 2	M	\$64,437.00
PATTEN	KRISTEN	TEACHER - GRADE 3	M	\$50,325.00
PECKHAM	DANIELLE	TEACHER SPECIAL EDUCATION	M	\$44,448.00
PREVEL-TURMEL	MELINA	LIBRARIAN	M	\$67,388.00
ROBINSON	JOCELYN	GUIDANCE COUNSELOR	M	\$64,888.00
SAWICKI	MARGARET	TEACHER SPECIAL EDUCATION	B	\$49,536.00
SAXTON	MARY	TEACHER SPECIAL EDUCATION	M	\$64,437.00
SEABROOK	SUSAN	NURSE	B/RN	\$57,820.00
SIBONA	JESSICA	TEACHER - GRADE 3	B	\$52,973.00
SWEETSER	TINA	TEACHER KINDERGARTEN	M	\$50,325.00
TATE	CHRISTINE	READING SPECIALIST	M	\$66,388.00
THOMPSON	SCOTT	PRINCIPAL ELEMENTARY	CAGS	\$90,360.00
TURCOTTE	SCOTT	TEACHER COMPUTERS 50%	B	\$17,535.00
WEBSTER	LISA	TEACHER - GRADE 1	M	\$45,348.00

Litchfield Middle School
19 McElwain Drive
Litchfield, New Hampshire 03052-2328

Thomas Lecklider
Principal

Telephone 424-2133 • Fax 424-1296

Martha Thayer
Assistant Principal

2014 PRINCIPALS ANNUAL REPORT

Litchfield Middle School has much to be proud of. I feel fortunate to work in a community that supports and values education. Each day our students are challenged to “Do Your BEST”, which captures the essence of our core values as a school. Our “BEST” acronym reminds students to “Believe In Yourself, Extend A Helping Hand, Show Respect and Take Responsibility”. In many ways, we exemplified these values as a school community this year. Additionally, in our three school goals, we focus on the areas of achievement, climate and community. In this report I will highlight our accomplishments in each of these areas.

We had a number of new staff join our team this year in addition to some familiar faces assuming new roles. I am very proud of the way these professionals have quickly made a positive impact on our school community. Kerry Finnegan, our assistant principal for the past four years, accepted a District-level position in a nearby District. Martha Thayer, long-time teacher and reading specialist at LMS, assumed her new role as assistant principal on July 1st. We are fortunate to have Ms. Thayer joining our administrative team!

This fall we welcomed some new faces to LMS: Steve Fraser (Grade 8 Literacy with Technology), Anna Helbling (Grade 8 Spanish), Jessica Lachance (Grade 8 Math), and Jonathan Verity (Grade 6 Special Education). Additionally, we have familiar faces in new roles: Amy Berube (Librarian), Kelly Chambers (Nurse), Jody Corbett (Grade 7 Math), Bryan DeCinto (Grade 8 Paraprofessional), Caitlin Kramer (Grade 5 Special Education), Melanie Neily (Receptionist), and Amy Paradise (Special Education). I am quite proud of the experience and skill that each of these professionals brings to our team at LMS.

At our District welcome reception in August, longevity awards were presented to a number of our staff. Most notably, those who were recognized for 20 plus years of service: Sheryl Hartling, Debra Langton, Kim Nolan and Leslie Pearce (25 years). Congratulations to each of these dedicated employees to our School and District.

We have continued to analyze our master schedule and curriculum delivery at each grade level. One of the major focus areas has been math. This fall we restructured our math programming for Pre-Algebra and Algebra I. With new curriculum-aligned resources for grades six through eight, Big Ideas, students will be required to solve problems with a greater depth of rigor. In the seventh grade, each student receives 90 minutes of math instruction, either Math 7 or Math 7/8. Those students enrolled in Math 7 as seventh graders will enroll in Math 8 as eighth graders while those in Math 7/8 will enroll in Algebra I in eighth grade. We have dedicated a computer lab to the seventh grade math program where students receive individualized enrichment and remediation. Additionally, this fall, I presented a plan to the School Board outlining an acceleration option for

our most distinguished math students. Currently we have 5% of our eighth grade class enrolled in Geometry.

Significant impacts of the restructuring of our master schedule and curriculum delivery are currently in year two: fifth grade transition to a content-specific instructional team model and the eighth grade Literacy with Technology class. In the fifth grade, the main purpose of this restructuring was to support teachers to focus on increasing the depth to the level of instruction in each content area. The adjustment to this new model has far surpassed our expectations. Students quickly made the adaptation to a schedule where they travel to a new classroom for each content area. In the eighth grade, we have been quite pleased with the Literacy-With-Technology class. This class is a unique experience for students and aligns to the requirements of the revised standards focused on research, informative/argument writing, and informational text in a computer lab-based environment.

As I write this report, we are preparing for our first official round of the Smarter Balanced Assessment in spring 2015. Last spring, after applying to be a part of the field test, our fifth and sixth grade teams were selected. Our students and teachers had a chance to see, first hand, how the new and revised standards require a rigorous application and performance of their knowledge and skills in math and reading. In April and May, all students at LMS will be assessed in Math and Reading.

Our school has been involved in the New Hampshire Performance Assessment Network for the past two years. This opportunity provided our teachers with professional development and networking sessions to deepen their tools to increase the depth of knowledge in their assessments. I would like to recognize Beth Zingales, Holly Love, Jessica Girvin, Lisa Lasocki, and Audra McCollem for their work on this initiative.

With the revision of our curriculum standards in math and English/language arts, we have focused significant time developing competencies in these disciplines. Our professional development focus as a District and building this year is on Instructional Unit Design using a consistent format across grade levels. I am proud of the work of our departments and individual teachers in this unit design process. The emphasis of these units is for students to apply their knowledge and skills with a deep level of cognitive rigor.

Our emphasis on assessment is frequently the focus of professional development at our staff meetings. This year we are involved in a book study using “Grading Smarter Not Harder”. As a result of this resource, we are analyzing and improving our practices and systems around grading and assessment.

Last fall, the District added a new tool to our assessment programming, Aimsweb, for purposes of improving student achievement, differentiating instruction, and progress monitoring student growth in math and reading. We have been quite pleased with our results on this assessment. Additionally, due to the specificity of the results, we have been able to pinpoint on those areas where we need to focus our attention with students. Students are assessed in reading fluency and comprehension and also in the area of math in computation and application skills.

Over the past year, our Child Assistance Team (Chat), has been developing tiers of intervention so that we can improve on meeting the individual academic needs of students. Our support staff

meets weekly to analyze achievement data, monitor growth, and revise goals and plans for students. The Aimsweb assessment has been quite helpful in this process.

Our summer programs, Extended School Year and Title I Reading and Math, provided programming for roughly 35 students. I am thankful for Directors Ed Lettich and Martha Thayer for each of these programs and for their excellent work with our students. The students involved in the program made noteworthy progress.

We continue to make a concerted effort to increase our academic-based co-curricular opportunities for students. Four Campbell High School students helped facilitate our Lego Robotics team this year, alongside volunteer coach Patricia Waggoner. The team participated in the regional competition at Londonderry High School in November. Our Math Counts team has been generating solid interest in the middle school. We have twelve students on our team and they will compete locally later this month. The team is preparing for a return to the regional tournament this winter under the leadership of our volunteer coach Mr. Blow.

We are proud of our two 2014 New Hampshire Middle School Scholar Leaders; Sarah Stagnone and Jake Scafidi. They were honored at a special ceremony in Manchester at the Center of New Hampshire in May. Additionally, they each chose a teacher who had a significant impact on their learning at LMS. This recognition went to Ms. Jody Corbett and Mrs. Jessica Guerrette.

Our 25th Geography Bee was, again, coordinated by Kathy Sidilau. After a grueling competition, Seth Bonvouloir was crowned LMS champion with Trevor Gomes our runner-up. I am grateful for the work of our Social Studies teachers each year for this worthy cause.

Our LMS Student Council was a positive presence in our school again this year under the leadership of Kathy Sidilau and Cheryl Irving. Each quarter, they sponsor a “Class Acts” or “Doing Your Best” breakfast where students are recognized for exhibiting the positive qualities that are outlined in our core values (Believe in Yourself, Extend a Helping Hand, Show Respect, and Take Responsibility). This year we, again, awarded over 100 students with this honor. Our Council also sponsored a number of pep rallies and fundraising events. In November, we participated in the District food drive sponsored by our student council. Our school donated in excess of 900 items to the Litchfield Food Pantry.

National speaker and presenter on bullying, John Halligan, returned to LMS in January. His presentation in addition to the follow-up provided by our Guidance Department had a significant impact on our student body. Though he presents a traumatic tale of the effects bullying had on his family, through his presentation he delivers a positive and inspiring message to students, staff, and parents. We were fortunate to host him again.

The Terry Fox Walk-a-Thon was a big success this year raising well over \$2000 for the Norris Cotton Cancer Center. This event is supported with many volunteers from our PTO. Additionally all students and staff are involved in the worthy cause. The walk-a-thon includes a picnic lunch at Darrah Pond before returning to LMS.

We saw outstanding participation in our school-wide elections this past fall. Congratulations to Jake Kidwell on his election as president. In addition, we have Student Council representatives for each homeroom along with students holding positions as secretary and vice-president.

Our athletic programs had another phenomenal year with every team making the playoffs and bringing home three championships. For the third consecutive season, our volleyball team won the Tri-County Championship under Coach Amy Paradise. Our Lady Raiders were runners-up in the Tri-County championships against Pelham. Last spring, for the eighth consecutive season, our softball team won the Tri-County Championship under Coach Brian DeCinto after an undefeated, 11-0, season. Our baseball team brought home the Tri-County championship after a terrific regular season. We continue to see high numbers of students trying out for our sports teams. This fall alone, 200 students were involved in tryouts. Our cross country team under the leadership of Coach Tarr and Coach Henriquez had a successful season and numbers exceeded 120 once again.

Our Band and Chorus Programs continue to thrive. We had three students qualify for, and participate in, the New Hampshire Honors Band. These students are Grace Theberge, Billy Randolph, Matt Neves, and Jacob Taylor. At the Great East Festival in June, both our Band and Chorus were awarded gold medals. Both groups scored an "A" at Large Group Festival. The Band and Chorus hosted a tremendously successful "Music & Macaroni" family night in February where over 130 people enjoyed an evening of food and student musical performances.

Our PTO continues to support LMS in many ways including their work on such events as Opening Day, enrichment assemblies, and fifth grade activities. This past fall, at the Center of New Hampshire in Manchester, our PTO received the Blue Ribbon Award for their excellence. Kerri Sullivan and Dave Walsh are the new Co-Presidents of our PTO. I am proud of the fantastic partnership we have with the PTO and their dedication to LMS.

Project Safeguard, a seventh grade program involving a day of workshops and presentations focusing on issues that concern adolescents and their families, was held at St. Anselm's College in May. Over 120 students attended, many with their parents. I would like to thank Assistant Principal Kerry Finnegan and the many parents, community members, and staff members who were again instrumental in helping organize this meaningful event.

With the ongoing paperless initiatives in our District, our office staff continues to approach their work in new and different ways. Leslie Pearce and Andrea Hamilton continue to play a critical role in making these important transitions and efforts happen.

Finally, I would like to thank you, Dr. Cochrane, along with your staff, Business Administrator Frank Markiewicz, Curriculum Director Julie Heon, and Special Education Coordinator Devin Bandurski for the support and assistance you have offered our school.

Respectfully Submitted,

Thomas Lecklider
Principal

Litchfield Middle School Staff 2014 - 2015

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Grade</u>	<u>Salary</u>
CHAMBERS	KELLIE	NURSE	B/RN	\$49,536.00
CORBEIL	ROBIN	TEACHER COMPUTERS	B	\$54,492.00
CORBETT	JODY	TEACHER - GR 7 MATH	M	\$56,372.00
CUMMINGS	MARY	GUIDANCE COUNSELOR	M	\$63,186.00
DODD	ELIZABETH	TEACHER - GR 8 SCIENCE	M	\$44,920.00
DWYER	HEATHER	TEACHER - GR6 ENGLISH	M	\$60,281.00
ELLIS	LYNNE	GUIDANCE COUNSELOR	M	\$67,388.00
FRASER	STEVEN	TEACHER COMPUTERS	B	\$36,517.00
GARABEDIAN	KATHLEEN	TEACHER ART	M	\$64,908.00
GILMORE	DAVID	TEACHER - PHYSICAL ED	B	\$40,857.00
GIRVIN	JESSICA	TEACHER - GR 7 SCIENCE	B	\$40,857.00
GUERRETTE	JESSICA	TEACHER - GR 8 ENGLISH	M	\$63,437.00
HELBLING	ANNA	TEACHER SPANISH	M	\$51,985.00
HENRIQUEZ	JEANNE	TEACHER SPECIAL EDUCATION	M	\$56,963.00
HOELZEL	STEPHANIE	TEACHER SPECIAL EDUCATION	B	\$50,984.00
IRVING	CHERYL	TEACHER - GR 6 MATH	B	\$57,820.00
KRAMER	CAITLIN	TEACHER SPECIAL EDUCATION	B	\$37,494.00
LACHANCE	JESSICA	TEACHER - GR 8 MATH	B	\$35,070.00
LANGTON	DEBRA	TEACHER - GR 6 SCIENCE	B	\$57,820.00
LASOCKI	LISA	TEACHER FACS	M	\$64,437.00
LECKLIDER	THOMAS	PRINCIPAL MIDDLE SCHOOL	M	\$97,336.00
LEFOLEY	KAREN	TEACHER - GRADE 5	M	\$63,437.00
LEITE	CAROLYN	TEACHER MUSIC	B	\$57,820.00
LOVE	HOLLY	TEACHER - GRADE 5	M	\$64,437.00
MARTIN	KAREN	TEACHER TECH EDUCATION	M	\$63,437.00
MCCOLLEM	AUDRA	TEACHER - GR 7 SOCIAL STUDIES	M	\$61,482.00
MCPHEE	CATHERINE	TEACHER - GR 8 SOCIAL STUDIES	B	\$60,024.00
MEDEIROS	MARY	TEACHER - GR6 ENGLISH	M	\$66,388.00
NOLAN	KIM	TEACHER - GR 7 ENGLISH	M	\$64,437.00
O'BLNIS	FAYE	TEACHER - GR 7 MATH	M	\$54,668.00
PARADISE	AMY	TEACHER SPECIAL EDUCATION	B	\$35,070.00
PROVENCAL	AMY	LIBRARIAN	B	\$52,973.00
ROONEY	CHRISTINE	TEACHER HEALTH	M	\$58,075.00
SEAYER	KATHERINE	READING SPECIALIST	M	\$51,985.00
SIDILAU	KATHLEEN	TEACHER - GR 6 SOCIAL STUDIES	B	\$57,820.00
STEIN	HEATHER	TEACHER - GRADE 5	B	\$39,317.00
TARR	TERESA	TEACHER - GRADE 5	B	\$57,820.00
THAYER	MARTHA	ASST PRINCIPAL MIDDLE SCHOOL	M	\$75,000.00
TOBEY	KATHY	READING SPECIALIST 50%	M	\$23,503.50
VERITY	JONATHAN	TEACHER SPECIAL EDUCATION	M	\$40,370.00
ZINGALES	ELIZABETH	TEACHER - GRADE 5	M	\$64,437.00

Campbell High School



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Campbell High School's mission is to join together with parents, students, staff and community to become a collaboration of learners born of character, courage, respect and responsibility.

2014 Principal's Annual Report

I am pleased to present this report to the community on the great opportunities and events taking place at Campbell High School.

Campbell High School was nationally ranked by Newsweek Magazine as one of the best high schools in the United States. Campbell High School scored 142 out of 15,000 schools. We also were named the 24th best high school in New Hampshire.

Campbell High School is fully accredited by the New England Association of Schools and Colleges (NEASC). The accreditation process is based on a ten year cycle. In our case, the cycle started in 2007, the year the NEASC Visiting Team came to inspect us and the school was awarded Initial Accreditation. 2014 was year seven in the cycle. The co-chairs of the NEASC accreditation process are Erin Brown and Heidi Paris. Our focus in the self-study goals for 2014 is to align our school-wide rubrics. Campbell High School continues to rate highly in our NH Performance Indicator Report. We continue to have perfect NECAP attendance and Graduation and dropout rates.

Campbell High School continues to partner with New England Secondary School Consortium (NESSC), a group linked with our accreditation agency, NEASC. NESSC works with high schools to develop a goal-driven improvement plan. The school coaching overview follows our Cycle of Action – a simple tool we developed to frame the critical steps schools take when engaged in evidence-based, goal-driven school improvement process designed to raise the educational achievement, aspirations, and attainment of all students. The Cycle of Action is not a linear process that begins and ends, but a series of thoughtful, purposeful steps that schools undertake as they refine and focus their action plan, make progress towards goals, review what's working and what's not, and adjust priorities in response to emerging needs.

The League of Innovative Schools has partnered with The Bill and Melinda Gates Foundation to focus on student achievement and innovative strategies. The League of Innovative Schools professional learning team from Campbell High School consists of Andrea Ange, Diane Angelini, Justin Ballou, Ashley Del Greco, Denise Freeman, Shawn Flynn, Patrick Keefe, Phil Martin, Heidi Paris, Michael Perez, and Laurie Rothhaus. We have worked with Mark Kostin and Skip Hanson to develop our personalized improvement plan. The League would like to see Campbell High School develop a plan to get hand-held devices into the hands of all incoming freshmen in the fall of 2016.

The 2014 graduation ceremony was impressive. Speakers included Valedictorian Benjamin Billings, Salutatorian Leah Stagnone and Class President Matthew Woods. Due to weather, the graduation ceremony was held in the gymnasium. It was a wonderful celebration of student achievement. The members of the Class of 2014 commented in their Senior Exit Survey on the high quality of their education and their respect for their teachers. The Campbell



NEW ENGLAND
ASSOCIATION
OF SCHOOLS
AND COLLEGES
ACCREDITED MEMBER

High School students continue to garner special recognition in the school's three A's of Academics, Arts, and Athletics.

On Friday June 13, 2014, 101 students graduated from the Class of 2014. Of these graduates, 80% will attend a two or four-year college, 6% entered into the military and 13% entered the workforce. CHS had two seniors who did not graduate in June 2014, one of which who graduated in August and the other student is expected to graduate in January 2015. CHS had an additional six students graduate from Londonderry in June of 2014. 50% of the graduating class was part of the New Hampshire Scholars program. On the Senior Exit Survey, 76.3% of graduates rated the counseling department as "excellent or good" in college planning and prepping for life after high school. 80.2% of students rated their high school education as excellent or good.

There are 114 students in the Class of 2015. Currently, 75% (of the Class of 2015) has applied to college. Forty-eight (48) of those seniors have already received acceptance letters. Accepting colleges include: Eckerd, Coastal Carolina University, The University of Tampa, University of New Haven, Nova Southeastern University, Florida Institute of Technology, Virginia Military Institute, Syracuse University, UNH, Roger Williams, The University of New England, Quinnipiac University, SNHU, Wentworth Institute of Technology, Saint Anselm College, Saint Michael's College, Franklin Pierce, Nichols College, Colby-Sawyer College, Lasell College, Johnson & Wales, Assumption College, WPI, UMass Lowell, Merrimack College and Hofstra University (to name a few).

After spending the past five years as a library aide, Michelle Vecchiarello joined the school counseling department as the administrative assistant. She has been an outstanding addition to the team. Additionally, Kathy Shoemaker is completing an internship in the counseling department this year. She has been working with students on an individual, weekly basis and also has been assisting students with logging onto Naviance.

Parents and staff continue to receive weekly, informative emails on Mondays from Director Callinan. Through the weekly communication, more parents and students have learned about and attended college representative visits, as well as college information evenings. Additionally, the guidance webpage has been enhanced to include a college planning guide for all CHS students, as well as information on all relevant guidance-related topics.

There is now more encouragement for sophomores to take the PSAT exam. In past years, the PSAT exam was encouraged for only juniors. It is the hope that having students take the PSAT two times will improve the overall SAT scores. The guidance department now oversees the NH Scholars Program, VLACS scheduling and Running Start/Dual Enrollment programs.

The Counseling Department hosted the second Career Fair on November 25th, 2014. All students were given the opportunity to listen to two different speakers. Careers ranged from military to engineering to sales to the nursing/medical field. Feedback from both students and faculty was positive. Going forward, we plan to run the Career Fair on an every other year basis. The 2nd Annual Alumni Panel was held on Monday, December 22, 2014. Fourteen CHS graduates spoke to sophomores, juniors and seniors about their post high school experiences. Our alumni reported feeling prepared for college.

The guidance department has encouraged the math department to incorporate a benchmark exam at the 8th grade level to assist with proper "placement" for all freshmen. It is hoped that the benchmark exam will help to better assess student ability and help to improve students' overall math knowledge.

CHS had three students attend the St. Paul's Advanced Studies program during the summer of 2014. Attending were Franklin Ramsay, Amy Bosteels and Matthew Lepore.

Sophomore Hannah Cote has been selected as our HOBY (Hugh O'Brian Youth Leadership) representative at the May 2015 three-day seminar. Since 1958, HOBY has provided lifelong leadership development opportunities empowering individuals to achieve their highest potential. Each year, high schools from across the country send their top sophomore leader to attend HOBY leadership programs held in almost all fifty states and nine countries including Canada, Mexico, Bolivia, Argentina, Israel, Taiwan, China, Korea and, this year, Iraq. Since HOBY's founding, over 355,000 young people have attended HOBY youth leadership programs. As a 501(c) 3 non-profit organization with a small paid staff, HOBY programs are carried out by a dedicated group of over 4,000

volunteers across the country who are passionate about HOBY's mission. HOBY has established an exceptional brand within high schools, colleges and especially among youth leaders.

Our New Hampshire Scholars initiative continues to expand. The program seeks to encourage all students to take a rigorous core curriculum over the four years spent in high school, and brings business leaders into the school to encourage students to acquire the skills and knowledge that will help them in college and careers. Students who complete the program graduate with a New Hampshire Scholars designation on their diploma and transcript. There are many college incentives for NH Scholars. Some colleges are offering NH Scholars fee waivers on applications. Several colleges and universities are providing merit-based scholarships to students who graduate with the distinction of a NH Scholar. The list of colleges participating in merit-based aid continues to increase. The guidelines and amounts are different with each institution. The Class of 2015 has fifty enrolled students and the Class of 2016 has fifty four students enrolled.

During the 2014-2015 school year, we have ninety seats utilized in Advanced Placement (AP) courses. AP Calculus is the highest enrolled course of the six courses offered. The data below shows the 5-year trends of our scores.

	2010	2011	2012	2013	2014
Total AP Students	27	54	48	36	46
# of Exams	41	84	82	77	86
AP Students with Scores 3+	18	24	21	25	29
% of AP Students w/ 3+	66.7%	44.4%	43.8%	69.4%	63.0%

Many students are taking dual enrollment courses at Campbell High School through Southern New Hampshire University and Nashua Community College. They are earning college credit in both our Honors Anatomy and Physiology and AP Environmental Science courses and we have currently received acceptance for Physics to also be added for dual enrollment.

CHS continues to support students with courses taken through the Virtual Learning Academy Charter School. VLACS is now the largest high school in New Hampshire and offers tuition free, online courses. There are thirty five CHS students currently enrolled in VLACS courses.

Our new physics teacher, Dr. Blackstone, organized Trebuchet Day. This year they launched tomatoes from McQuesten Farm at our Assistant Principal, Mike Perez. Our Physics students enjoyed making and using these machines while learning about trajectory and vectors.

Our commitment to the visual and performing arts continues to afford our students opportunities to be successful on many levels. Emily Thorpe was awarded a National Silver Medal at Carnegie Hall, for a painting titled "We are Beautiful". That was Campbell High School's second National Award since opening its doors!

Paula Barry and Denise Freeman facilitated the process of registering students for the Scholastic Art Awards of New Hampshire. Many of Campbell High Art Students were successful in the statewide program. Campbell High had two Gold Key recipients: Cody Jackson in Photography and Emily Thorpe in Painting. Quinn O'Connell was awarded a Silver Key in Digital Art and an Honorable Mention in Drawing. Samantha Monoxelos was awarded a Silver Key in Sculpture and an Honorable Mention for a Portfolio comprised of eight visual artworks. Emily Thorpe was also awarded a Silver Key for her Visual Art Portfolio and an Honorable Mention in Digital Art. Rebekah Gibson and Stephanie LaBatt won Silver Keys in Design. Honorable Mentions were awarded to Daria Blackman in Sculpture, Jeffrey Briggs, Molly Gillespie, Hannah Mahany and Benjamin Pinault in Digital Art. The exhibit was located at Stockbridge Theater, Pinkerton Academy in Derry, and open to the public.

Over sixty student works were exhibited at the Palette and Pancake exhibit in August during Old Home Days. Senior Samantha Monoxelos was awarded the "Best in Show" in the high school division. Campbell High has won the "Best in Show" each year of this event!

Calendar year 2014 proved to be another successful one for Cougar athletes on and off the field of play. The traditions of excellence and sportsmanship continue.

Coach Bobby Allan's second year at the helm of the Girls Varsity Basketball program proved he was the man for the job as his team won the Division III State Championship. The team was led by player of the year Hannah Neild. Alex Trevains made All-State.

Boys Varsity Basketball was runner-up again in the Division III State Tournament, losing in the finals to Conant for the second year in a row.

The Varsity Wrestling Team finished with a 14-4 record under the direction of Coach Gannon. Connor Perry, Conor Douglas and Ben Billings all achieved 100 wins for their career.

Other athletic events in the winter hi-lights include second place finishes by Grant Levasseur and Michael Douglas in the State Swim Meet, as well as strong finishes by Kim McKenna and Christina Marra in gymnastics.

NHIAA Hall of Famer, Coach Joe Raycraft's parting shot to a remarkable career was to bring home a second State Championship in Softball in as many years. Senior Brittany McNulla signed an athletic scholarship to the University of Virginia, and was named the NHIAA Player of the Year. Brittany McNulla and Hannah Neild were named first team All-State.

On the same day softball won the championship, the Varsity Baseball Team also won the State Championship on what proved to be the mostly memorable day in Campbell sports history. This was Coach Gorham's third state title at Campbell. The team was led by the hitting of Christian Bourgea and Bobby Baril.

The Varsity Track Team continues to be successful under the direction of Coach Kevin Hodge and Kelly Fraser. Outstanding performers: Sean Munnelly – State Champion and winner of the Meet of Champions in the 800 Meter; Keegan Tanguay – State Pole Vault Champion.

Boys and Girls Lacrosse were added as self-funded sports and played a JV schedule the first year.

Varsity Football won their first State Championship under the direction of second-year Head Coach Greg Gush. The following players made the All-State Team: Kyle Manning, Kevin Moreau, Mike Killoran, Harrison Vedrani, Conor Gannon and Justin DiBenedetto.

Coach Bob Gannon made the transition to the Boys Soccer Team this year. The team made steady improvement but eventually lost at the state quarterfinals.

The Girls Soccer Team, under the direction of first-year coach Gary Karibian, played their best soccer late in the year but lost in the quarterfinals.

Coach Jeff O'Donnell had one golfer qualify for the State Meet and Austin Baker finished in 9th place.

Volleyball Coach Colin Walker led his team to another undefeated regular season finish. They were eliminated in the semi-final round by eventual state champion, Nute High School. The team was led by Valerie Boucher, Emma Kuczkowski and Taysia Boyson.

The Cross Country team continues to improve under the direction of Coach Kelly Fraser, finishing in the top third of all teams. The team was led by Peyton Musco, Jamie Minervini and Caitlyn Callinan.

Between 40 and 50% of our student population participate on an athletic team in any given season. Twenty-one senior athletes were recognized as scholar athletes by the NHIAA.

The Campbell High School Athletic Department continues to support Special Olympics with our efforts in the Penguin Plunge. In 2014, Campbell High School received recognition for raising the most money in Division III.

National Honor Society inducted twenty-one new members into the Passaconaway Chapter. The induction ceremony focused on the ceremonial rites, the significance of the chapter, and keynote speaker, Dr. Scott Blackstone. Dr. Blackstone made a connection to the pillars of the National Honor Society with the importance of how the students connect to everyday life. Each member is working on an individual service project and a group service project. This year they began their year with a group project, collecting toys and working at the warehouse volunteering for Toys for Tots.

After being elected in September of 2014, the Campbell High School Student Council immediately began planning our annual events, starting with the Homecoming Dance of 2014. This special event was held on a Saturday night, allowing students to sing, dance and socialize. Raising over \$2,000, the Homecoming Dance proved to be exceedingly successful.

Another successful event held by the CHS Student Council was the annual Make-A-Difference Week. This is a week-long fundraiser focused on collecting and donating nonperishable food and goods to the Litchfield Food Pantry in order to create food baskets for needy families during the holiday season. In order to gather more goods, the fundraiser is held in all three schools in the Litchfield community. As a result of our efforts, Make-A-Difference Week of 2014 successfully raised over 3,000 items!

Finishing off the holiday season, the CHS Student Council hosted both the Teacher Appreciation Breakfast and the annual Tree Lighting Ceremony before leaving for holiday vacation. On Tuesday morning before break, the Student Council rose bright and early in order to prepare a holiday breakfast, full of festive music, decorations and even stocking gifts for every faculty member. After serving the CHS faculty, the Student Council held the Tree Lighting Ceremony. This event is a fundraiser in order to raise money for a senior scholarship, and allows the community to remember and honor those who have touched our lives. It was a perfect way to end the holiday season and welcome the New Year. The Student Council is very excited to plan and hold many more events in 2015.

Thanks to generous support from the school community, grant funding and private donations, the Campbell High School FIRST (For Inspiration and Recognition of Science and Technology) team is on track for another successful season. Team "Potential Energy" competed in local and state competitions. Each year the team continues to develop and gain success. We deeply appreciate the number of parents who volunteer many, many hours to this program. Campbell High School won first place at the Granite State Regional.

The Campbell Recycling program has expanded once again. The program is now collecting pre-consumer and post-consumer food waste during lunches twice a week. The collected food waste is being used by a person who is raising pigs and uses the food waste as fodder. As of the end of December 2014, the food waste program is diverting an average of forty pounds of food waste per week from the municipal waste stream.

In October of 2014, Campbell High School participated in Red Ribbon Week, which was chaired by math teacher and S.A.D.D. Advisor, Ashley Del Greco. This prevention education event had a host of activities, including the organization of the students and staff forming a red ribbon on the athletic field for a school-wide photo. CHS hosted National Speaker Ed Gerety, who spoke with students about integrity and leadership.

I am indebted to the work of our curriculum facilitators, Heidi Paris, Cate Devine, Shawn Flynn and Patrick Keefe, as well as our librarian/media specialist Andrea Ange, and Phil Martin for their hard work in curriculum, instruction and building leadership. Our Administrative team of Mike Perez, Jodi Callinan and John Patterson is cohesive and strong.

The CHS library media center works collaboratively with teachers, students and administration to promote academic excellence in our school for all students. Librarian Mrs. Andrea Ange has welcomed a new Library Monitor, Mrs. Deborah Harris. In the library, students find information they need for research, project completion, and learn to enjoy the process of discovery. Student use of the library continues to be heavy, as they find the environment conducive to homework, with access to computers and research materials. The library will hold the annual

Academic Excellence Fair in conjunction with 8th Grade Parent Information night. Parents of incoming students found this very helpful when considering where to send their students.

The CHS Safety Committee, under the outstanding leadership of Kelly Fraser and CHS School Resource Officer, Michael Corl, continues to provide a safe learning environment for our students. We routinely practice and refine our safety programs, and consider the safety of our faculty and students as the foundation of our overall wellness.

Our gifted teachers and staff at Campbell High School continue their commitment to excellence. This year Science Teacher Chet Orban was a finalist for New Hampshire Teacher of the Year, Denise Freeman was selected the New Hampshire Art Teacher of the Year, and Shannon Szeban was honored as the New Hampshire Health and Physical Education Teacher of the Year. Each of these teachers represents the dedication of our entire teaching staff. It is critical that we retain a high quality teaching staff because research confirms this is the most important resource in our school district.

While there is so much to be proud of already at Campbell High School, we will continue to focus on improvement. Seeking high achievement for all students remains our constant purpose. We are very pleased with our action planning using Global Best Practices and our consistent improvement in standardized tests in all areas. Our greatest indicator, I believe, is our national recognition using data that shows our students are graduating from competitive colleges within four years. I wish to thank our administrative assistants, Cheri Pitrone, who was named NHASP Administrative Assistant of the Year, Christine Ferraro, Patricia Waggoner, Michelle Vecchiarello, Dawn Miller, and Deb Harris, as well as our custodians and food service staff for their continuous hard work and dedication. A special note of appreciation goes out to Sue Ayer who dedicated many years of valuable service to our school. I'd also like to thank the volunteers from Friends of Music, with special recognition to Russell Snyder, Norma Oakes, Kathy Snyder and Heather Stagnone; Athletic Boosters, Kathy Dyer and Cara Gannon; PTO, Janice Hood, Bonnie Cavanaugh, Ruth Christino and so many others who have helped out in so many ways, for their interest and support. Our parent coffees are well attended and the dialog supportive, insightful and helpful. It is the students at Campbell High School who make this job worthwhile. I would like to recognize the high quality work, all of their outstanding accomplishments and deep commitment to our learning community.

I also wish to thank the Litchfield School Community. It is an honor to serve the Litchfield School District. Together we are making a difference and keeping students a priority.

Respectfully submitted,

Laurie A. Rothhaus
Principal

Campbell High School Staff 2013 - 2014

<u>Last Name</u>	<u>First Name</u>	<u>Postion</u>	<u>Grade</u>	<u>Salary</u>
ANGE	ANDREA	LIBRARIAN	M	\$66,388.00
ANGELINI	DIANE	TEACHER HS MATH	M	\$51,985.00
BAKER	RACHEL	NURSE	B/RN	\$46,644.00
BALLOU	JUSTIN	TEACHER HS SOCIAL STUDIES	B	\$43,750.00
BAMFORD	ELIOT	TEACHER SPECIAL EDUCATION	M	\$61,937.00
BARRY	PAULA	TEACHER TECH EDUCATION	B	\$40,857.00
BLACKSTONE	SCOTT	TEACHER HS SCIENCE	M	\$42,744.00
BOURASSA	DANA	TEACHER BUSINESS 50%	M	\$32,444.00
BROWN	ERIN	TEACHER HS ENGLISH	M	\$53,644.00
BURNS	AIMEE	TEACHER HS ENGLISH	B	\$52,430.00
CALLINAN	JODI	DIR HS GUIDANCE	M	\$68,100.00
CAWLEY	MATTHEW	TEACHER SPECIAL EDUCATION	M	\$55,009.00
CHAUVETTE	CAITLIN	TEACHER FRENCH 50%	B	\$17,535.00
COOPER	NATHAN	TEACHER HS SOCIAL STUDIES	B	\$40,834.00
DAVIS	HEATHER	TEACHER SPANISH 67%	B	\$37,064.40
DEL GRECO	ASHLEY	TEACHER HS MATH	M	\$48,667.00
DELEAULT	JILL	TEACHER MUSIC	M	\$51,985.00
DEVINE	CATHERINE	TEACHER HS SCIENCE	M	\$64,888.00
FLYNN	SHAWN	TEACHER HS MATH	M	\$63,437.00
FREEMAN	DENISE	TEACHER ART	M	\$66,388.00
GINGRAS	DAVID	TEACHER HS SOCIAL STUDIES	M	\$48,667.00
GNAEGY	LYNN	TEACHER FACS	M	\$63,437.00
GORMAN	CATHERINE	TEACHER HS MATH	M	\$64,437.00
GRANT	LESLEIGH	TRANSITIONAL SPECIALIST	M	\$63,437.00
HICKS	WILLIAM	STUDENT SUPPORT COUNSELOR	M	\$67,388.00
JOHNSON	MAGDALA	TEACHER HS MATH	B	\$37,963.00
KEEFE	PATRICK	TEACHER HS ENGLISH	M	\$55,304.00
KILGORE	KAREN	TEACHER HS SCIENCE 50%	B	\$25,100.50
MARTIN	PHILIP	TEACHER MUSIC	M	\$64,437.00
MCDONOUGH	SHAWN	TEACHER COMPUTERS	M	\$65,908.00
MILLS	JAROD	TEACHER HS PHYSICAL ED 50%	M	\$23,679.37
MOODY	LARA	TEACHER HS SCIENCE 45%	M	\$18,913.05
MOWER	CHARLES	TEACHER TECH EDUCATION 62.5%	TECH	\$26,439.38
O'KEEFE	MICHAEL	TEACHER HS SCIENCE 50%	M	\$29,311.00
ORBAN	CHESTER	TEACHER HS SCIENCE	M	\$67,388.00
PARIS	HEIDI	TEACHER HS SOCIAL STUDIES	M	\$47,007.00
PARKER	DAWN	TEACHER SPECIAL EDUCATION	B	\$45,196.00
PARSONS	JEFFREY	GUIDANCE COUNSELOR	M	\$64,437.00
PATTERSON	JOHN	DIR OF HS ATHLETICS	M	\$71,500.00
PEREZ	MICHAEL	ASST PRINCIPAL HIGH SCHOOL	M	\$81,413.00
PERREAULT	DENNIS	TEACHER HS SOCIAL STUDIES	M	\$66,388.00
POTHIER	WILLIAM	TEACHER HS SCIENCE	M	\$63,408.00
POTTER	MEREDITH	TEACHER HS ENGLISH	M	\$59,779.00
RAYMOND	WILLIAM	GUIDANCE COUNSELOR 50%	M	\$31,704.00
ROMEIN	KIRK	TEACHER ART	B	\$49,536.00
ROTHHAUS	LAURIE	PRINCIPAL HIGH SCHOOL	M	\$99,477.00
SCARELLI	ALEX	TEACHER HS ENGLISH	M	\$41,557.00
SZEPAN	SHANNON	TEACHER - PHYSICAL ED	M	\$56,963.00
TARDIF	RAE	TEACHER SPANISH 60%	M	\$36,168.60
UMPIERREZ	NATALIA	TEACHER SPANISH	B	\$37,963.00

Campbell High School Class of 2014

Cody James Alward
Steven Elliott Amadio
Jonathan Ban
Heather Lynn Baron^*
Benjamin Ross Billings!#^*+
Casey E. Bissett
Daria Teele Blackman+
Aaron Spenser Bonneau^*
Christian G. Bourgea
Nathan D. Brunelle
Vincent R. Bucci^
Jake Michael Bumbaca
Joseph Michael Carter
Savannah Rose Cavanaugh^*
Madison Casey Corbeil^*
Kalie Sue Cordeiro
Allison Marie Couch
Rachael L. Craig^
Sydney Lea Crema
Lauren Ellen Croteau
Steven James Croteau
Emily Beth DeBaker^
Saphron Lynn Dierauer
Conor Edward Douglas
Heather L. Dow
Trevor Real Duquette
Trevor Nathaniel Famisan
Adorjan Pal Fekete^
Gabrielyl Rosemary Figlioli
Erin Paige Frost^*
Kian Mykal Fuertes^
Nicholas D. Gagne
Jessica Lee Gerard
Rebekah Kelley Gibson

Molly Elizabeth Gillespie!#^*
Krysten Noel Gouveia^
Jessica Simone Greene!#^
Drake A. Hagenow
Brianna Lucinda Hardy^*
Samuel Paul Harvey^
Caitlin Morgan Heaton^*
Brian Patrick Hennigan
Randy David Jack
Cody Richard Jackson
Cameron Michael Jordan
Erin L. Kelley^*
Stephanie E. LaBatt^
Molly Catherine LaBonte
Rebecca Jeanette Landrau!#^*
Lauren Kelly Lantagne^*
Nicole Ann Lavacchia!#^*
Amanda Irene LeBel^
Courtney Elise Leonard!#^
Holly Nichole Lesperance^
Joshua David Letourneau
Kayla Nichole Littlefield
Samuel Michael Mahoney^
Rachael E. Maurais^*
Andrea Nicole McCarthy
Elizabeth Lynn McGregor^
Christian John McKenna^
David Matthew McKenney^
Emily Maire McLaughlin
Brittany Jo McNulla#^
Jacob James McQuesten
Emily Lilla Meagher
Makayla Victoria Michon

Amanda Elisabeth Grace Miller!#^*
Samantha Anne Monoxelos
Alec M. Mosnicka
Steven C. Murnane, Jr.
Harry Lee Nordyke III#^*
Patrick James O'Mara
Benjamin David Page
Cassandra Nicole Page
Emily Jean Paquin^*
Jacob Edward Parzych!#^*
Ryan Donald Perigny^+
Connor Andrew Perry^
Andrew Pendleton Picard#^*+
Benjamin Patrick Pinault^
Eunice L. Portillo
Devin Connor Quinn
Rebecca Kathryn Rand^
Austin C. Rodrigue
Meredith Ann Roman
Markus Andreas Rothacker!#^*
Connor James Sahlin
Morgan Paige Scott^
Chantal Marie Simard^
Troy Anthony Snyder
Leah Marie Stagnone!#^*+
Kendra Marie Syphers^*
Keegan Patrick Tanguay^
Emily Christine Thorpe#^
Alexandra Marie Trevains#^+
Shelbie Irene Trompke^
Angela Jordan Valenti#^*+
Matthew J. Vass
Travis James Ventura
Matthew S. Woods^*

Valedictorian – Ben Billings

Salutatorian – Leah Stagnone

!Top Ten ^New Hampshire Scholars *National Honor Society +Student Council
#Academic Excellence Honors

2014-2015 LITCHFIELD SCHOOL DISTRICT CALENDAR

School Board Approved 4/9/2014

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

13 New Teacher Orientation

26-28 Teacher Workshop

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

23-27 Winter Recess - NS

15 days

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1 Labor Day

2 1ST Day of School

21 days

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

10 Teacher Workshop – NS

21 days

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

13 Columbus Day - NS (observed)

15 ALL SCHOOLS
2 HOUR DELAYED
OPENING

22 days

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

15 ALL SCHOOLS
2 HOUR DELAYED
OPENING

27- May 1 Spring Recess - NS

18 days

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

4 Teacher Workshop

11 Veterans Day – NS

14 Parent/Teacher Conf.-NS

26-28 Thanksgiving Recess

14 days

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 Spring Recess (cont.)– NS

14 Senior Project Evaluation –
Early Release for CHS
Grades 9, 10, & 11 –12:30pm

25 Memorial Day - NS (observed)

19 days

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

10 ALL SCHOOLS
2 HOUR DELAYED
OPENING

24-Jan 2 Holiday Recess - NS

17 days

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

12 Graduation (Tentative)

18 Last day of School for Students (tentative)

24 Last day with 4 non-blizzard bag snow days

14 days

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-2 Holiday Recess cont. - NS

19 Martin Luther King, Jr. Day - NS

19 days

NOTES:

- Shaded Days and NS = No School
- 2 HOUR DELAY ALL SCHOOLS October 15, DECEMBER 10 & April 15
- Early Release CHS Grades 9, 10 & 11 Only – 12:35 pm

Snow days will be made up at end of school year (June)

SEPT thru JAN - 93 DAYS FEB thru JUNE - 87 DAYS
180 Total Student School Days – 190 School, Snow & TW Days

Please Mark Your Calendar: Voting Day March 10, 2015

LITCHFIELD SCHOOL DISTRICT

ENROLLMENT - PROJECTIONS ELEMENTARY

Grade	Enrolled October 1, 2013	Enrolled October 1, 2014	Projected September 2015
Pre	32	34	33
Kindergarten	56	73	58
1	75	78	70
2	98	75	79
3	108	98	78
4	103	105	96
Total	472	463	414

ENROLLMENT - PROJECTIONS MIDDLE SCHOOL

Grade	Enrolled October 1, 2013	Enrolled October 1, 2014	Projected September 2015
5	119	103	108
6	111	118	105
7	122	110	114
8	139	124	118
Total	491	455	445

ENROLLMENT - PROJECTIONS HIGH SCHOOL

Grade	Enrolled October 1, 2013	Enrolled October 1, 2014	Projected September 2015
9	112	140	121
10	142	107	135
11	117	139	105
12	103	113	131
Total	474	499	492

**Combined
Totals**

1437

1417

1351

**LITCHFIELD SCHOOL DISTRICT
DELIBERATIVE SESSION
February 8, 2014
The State of New Hampshire**

Time, Place: The meeting was called to order at 10:00 a.m. in the Campbell High School Auditorium.

Present: Moderator, Mr. John G. Regan, presiding.

School Board members: Mr. Derek Barka, Chair; Mrs. Patricia D'Alleva, Vice Chair; Mr. John York; Mr. Dennis Miller and Mr. Brian Bourque.

Dr. Brian Cochrane, Superintendent of Schools; Mr. Frank Markiewicz, Business Administrator; Michele E. Flynn, School Board Administrative Assistant; Ms. Lynn Baddeley, School District Clerk; Peter Phillips, Attorney for the District.

Mr. Tom Lecklider Litchfield Middle School Principal; Mr. Scott Thompson, Griffin Memorial School Principal; Mrs. Laurie Rothhaus, Principal, Campbell High School.

Budget Committee members: Mr. Andrew Cutter, Chair; Mr. Ray Peeples, Vice Chair; Mr. Chris Pascucci; Mr. William Spencer; Mrs. Cynthia Couture, Mr. Dan Vaillancourt, Mr. John Brunelle (Selectmen's Representative).

Ballot clerks: Mrs. Trisha Regan

Mr. Regan invited members to join him in the Pledge of Allegiance.

Mr. Regan introduced Mr. Phil Reed, Vice Moderator, and reviewed the Moderator's rules and protocol for the Deliberative Session according to state law.

Mr. Regan introduced Mr. Derek Barka, School Board Chair. Mr. Barka introduced School Board members, SAU staff, and attorney.

Mr. Regan introduced Mr. Ray Peeples, Chairman of the Budget Committee. Mr. Peeples introduced Budget Committee members.

Mr. Regan announced that elections will be held on March 11, 2014 from 7:00 am – 7:00 pm at CHS.

Note: The order of business of the Deliberative Session is sometimes conducted out of the warrant articles' numeric sequence. Recording activity in chronological order would make the minutes difficult to follow; therefore, the articles will be listed, with action taken thereon, in the order in which they were listed on the warrant.

As is customary, Mr. Regan asked voters if they were in favor of allowing non-voters and employees of the school district who were in attendance to comment during the meeting.

The majority was in favor of allowing non-voters and/or employees of the district to comment during deliberative session by voice vote.

Mr. Regan read Article A.

ARTICLE A.

To elect by ballot the following School District Officers:

<i>School District Moderator</i>	<i>3-Year Term</i>
<i>School District Treasurer</i>	<i>3-Year Term</i>
<i>School District Clerk</i>	<i>3-Year Term</i>
<i>School Board Member</i>	<i>3-Year Term</i>

The Moderator opened discussion of Article A.

Hearing no discussion, the Moderator indicated **Article A stands as written.**

Mr. Regan read Article 1 and indicated that Mr. Markiewicz and Mr. Barka would speak to the article.

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Nine Hundred Thirty One Thousand, Twenty Four Dollars and Fifty Seven Cents (\$20,931,024.57)? Should this article be defeated, the default budget shall be Twenty Million, Eight Hundred Four Thousand, Five Hundred Fifty Nine Dollars (\$20,804,559) which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

This Article has an estimated tax impact of \$0.27 and was recommended by the School Board by a vote of 4-0-0 and recommended by the Budget Committee by a vote of 8-0-0.

Mr. Markiewicz announced the detailed budget is available on the district website. He presented the function summary and explained that the function summary describes activities for which a service or material object is appropriated and expensed. He presented the object summary and explained it is a breakdown by specific expenditures for services and commodities.

Mr. Markiewicz provided a clarification regarding an article in the HLN that misstated the tax impact of the town budget. He noted that the article stated the impact would be \$1,200 on a home valued at \$300,000. Mr. Markiewicz clarified that if the town and school budgets and all

warrants were approved, the town tax impact would be \$0.37 and the school tax impact would be \$0.60, for a total combined tax impact of \$0.97.

Mr. Markiewicz presented recommended appropriations, which are made up of three major components: General Fund Operating budget, Food Service and Federal Funds. He noted the difference between the FY14 and FY15 budgets is a reduction of \$59,566. He indicated that the general fund takes up 94% of the budget, Food Service and Federal Funds take up 3% each.

Mr. Barka presented the major increases of the FY15 budget, which include:

- Increases in health and dental insurance of \$125,000 or 8.4%
- Increases in paraprofessionals and monitors salaries, which are IEP driven
- Increases in furniture and equipment: GMS computer lab, a mower in Buildings and Grounds, and cafeteria tables.
- Increase in transportation as the contract expired and a 25% increase is expected. Mr. Barka explained that we are tied into a rate with Nashua and they have decided to go out to bid for transportation. He noted without Nashua's business First Student's rates would increase 25%. Mr. Barka indicated as of last week, there have only been 2 bids for transportation in Nashua.
- Increase in Catastrophic Aid \$48,808
- Increase in Medicaid Distribution \$32,000.

Major decreases include:

- Decrease in the principal bond on CHS
- Decrease in handicapped tuition for students placed out of district
- Decrease in teaching staff at GMS (grade 2 teacher reduction due to a decline in enrollment)
- Decrease in the overall budget
- Decrease in Kindergarten Aid as we are no longer eligible (\$86,250)
- Reduction in Adequacy Aid (\$117,512) due to declining enrollment and a change in the distribution formula.

Mr. Barka presented the FY15 Default Budget, which totals \$20,804,559; a difference of \$186,032 from FY14.

Mr. Regan opened the floor for questions and comments.

Mr. Rich Lascelles, 236 Charles Bancroft Hwy, made a motion to amend the FY15 operating budget bottom line to \$20,931,025.57, increased by \$1.00, for Adult Education.

The motion was seconded.

Mr. Lascelles commented that Adult Community Education was offered at CHS until two year ago. He noted that the expenditures outweighed the revenue for the program because of an administrative fee. He indicated that he would like to revive the program without the administrative fee without impact to the budget. He expressed strong support for the program as it offered a variety of courses to community and staff members alike. Mr. Lascelles commented

that by adding \$1.00 to the Adult Community Education line in the budget, the self-funded program can again be offered.

Mr. Barka commented that Mr. Lascelles' motion needs to be modified to add the funds to that specific line.

The motion failed by voice vote.

Mr. Rich Lascelles made a motion to add \$1.00 to account 1601, Community and Adult Education.

The motion was seconded.

Jason Guerrette, 11 Perry Court, commented that he understands the program was part of the budget in the past. He suggested that programs can still be offered for Adult Education by using the Community Use of Facilities form to schedule events in district facilities.

Mr. Lascelles acknowledged Mr. Guerrette's suggestion and indicated that he would just like to revive the program without the administrative fees.

Dr. Cochrane commented that the Adult Education program was a successful program. He indicated that the structure of cost was affected by administrative fees. He explained that if the cost is higher than the revenue from enrollment, then the program is not successful. Dr. Cochrane indicated that if the program is revived, we will try to support the administrative piece through the SAU office.

There was some confusion regarding how the motion should be worded. Mr. Lascelles was directed by legal counsel to amend the budget and specify in that motion where the funds should be allocated.

The motion was declined by the Moderator.

Mr. Rich Lascelles made a motion to amend the bottom line of Article 1, FY15 Operating budget, to \$20,931,025.57, increased by \$1.00 for Adult Community Education.

The motion was seconded.

Bill Spencer, 9 Cranberry Lane, asked if the allocation of the funds does not have to be identified, then why add \$1.00 to the bottom line.

Laura Gandia, 3 Chamberlin Drive, agreed with legal counsel that funds can be added to the bottom line, but not to a specific account. She commented that the School Board has more discretion whether or not to fund that account.

The Moderator agreed.

Phil Reed, 7 Forest Lane, was concerned that if the proposed increase is not allocated in the budget to the particular line item, then you cannot spend in that line. He commented if we do not identify where the funds are to be allocated we are not opening the door to revive the program.

Keri Douglas, 9 Pheasant Street, commented that it is a great idea, but should have been brought forward in a warrant article. She questioned if adding to the budget is the best process for this motion.

Phil Reed, 7 Forest Lane, asked what happened to the senior mentor program at CHS, which he was involved in for many years.

Mr. Miller indicated that the program faded away.

Mr. Regan commented that the motion to increase the bottom line can be accepted and then it is the School Board's discretion where to allocate the funds.

Robin Corbeil, 4 Nesmith Court, asked if a citizen can donate \$1.00 to the bottom line budget.

Mr. Barka indicated that is not possible since the funds have to be appropriated into the bottom line.

Vote on a new bottom line for the FY15 Operating budget of \$20,931,025.57: passed by voice vote.

Dennis Miller, 37 Wren Street, made a motion to amend Article 1, FY15 Operating budget, for a new bottom line of \$20,974,688.57, increased by \$43,663.

The motion was seconded.

Mr. Miller commented that we have a contract with First Student that will expire this year. He explained that the School Board added 25% to the transportation line in the FY15 Operating budget to cover the expected increase, which was reduced by the Budget Committee. He noted this increase brings us to the original expected increase in transportation.

Jason Guerrette, 11 Perry Court, asked how much of that increase is allotted for special education transportation.

Mr. Barka indicated that \$7,458 is allotted for special education transportation.

Mr. Guerrette asked if the Special Education Capital Reserve can be used for that portion.

Mr. Barka commented if the School Board votes to approve the use.

Mr. Miller commented even if we used funds from the Capital Reserve account we cannot exceed the bottom line of the budget.

Laura Gandia, 3 Chamberlin Drive, commented that the Budget Committee received the budget and reduced the funds for transportation, then the School Board voted to accept that budget. She indicated that she was trying to understand why now someone wants to add back the increase.

Mr. York explained that we are tied to the cost of transportation with Nashua. Nashua went to bid for their transportation contract. He indicated that the district was informed that there would be a 25% increase in transportation for next year. Mr. York commented that the School Board approximately \$90,000 to transportation for the anticipated increase, but the Budget Committee reduced it by approximately half. He noted that it is simply requested that the increase is added back to the budget.

Chris Pascucci, 12 Colonial Drive, asked for all School Board members to provide input on Mr. Miller's motion.

Mr. Barka commented it was clear that transportation costs may increase 25%.

Mr. Miller commented that it was agreed that if the 25% increase was added to the budget and the transportation costs were not going to increase 25%, it could be decreased at Deliberative. He noted that the Budget Committee reduced it in half. Mr. Miller indicated he believes the increase is warranted.

Mr. York agreed with Mr. Miller's report regarding what occurred during the budget process. He indicated he supports the increase.

Mr. Bourque agreed that money is needed for transportation.

Mrs. D'Alleva commented that she was not present at the meeting when the warrant article was voted. She indicated that when the increase was discussed during the budget process, she did not support the higher increase.

Jason Guerrette, 11 Perry Court, asked about ridership for the high school and asked if the cost per student for transportation at CHS can be calculated.

Mr. Barka indicated it would be difficult.

Mr. Guerrette commented that high school students pay for transportation as do taxpayers.

Mr. Barka commented that high school students presently pay for transportation. He indicated we are not asking to increase services, only to sustain what we have.

Bill Spencer, 9 Cranberry Lane, asked if the increase would be included in the Default budget.

Mr. Barka replied that it would not be included in the Default budget.

Mr. Spencer asked if the Default budget would increase by the amount in Mr. Miller's motion.

Mr. Barka indicated that the Default budget would not increase.

Andy Santom, 4 McQuestin Circle, commented we are not required to bus high school students, but are required to bus high school athletes.

Mr. Barka confirmed Mr. Santom's statement.

Dr. Cochrane commented that the ridership at CHS is lower than at the other schools. He noted we have a certain number of buses and costs included drivers, gas, the bus and certain other costs. He indicated that the district is trying to reduce one bus to lower costs, but it will not be a substantial cost savings.

Mr. Pascucci commented that we do not know if the cost is actually increasing by 25%. He noted that the difference between the operating budget and the default budget is approximately \$130,000. He asked people to keep in mind these are separate issues. He commented that if we add another \$40,000 to the operating budget, people will be more likely to vote for the default budget.

Vote on a new bottom line for Article 1, FY15 Operating budget, of \$20,974,688.57: passed by hand vote.

Mr. Regan indicated that Article 1 will be amended to reflect that the new bottom line for the FY15 Recommended Operating budget is \$20,974,688.57.

Hearing no further amendments or discussion, Mr. Regan indicated that **Article 1 stands and will appear on the ballot as amended.**

Mr. Regan read Article 2 and indicated that Mr. Barka and Dr. Cochrane would speak to the article.

ARTICLE 2

To see if the Litchfield School District will vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits at the current staffing level:

<i>Year</i>	<i>Estimated Increase</i>
<i>2014-2015</i>	<i>\$ 213,383</i>
<i>2015-2016</i>	<i>\$ 195,737</i>
<i>2016-2017</i>	<i>\$ 175,545</i>

and further to raise and appropriate the sum of Two Hundred Thirteen Thousand Three Hundred Eighty Three Dollars (\$213,383) for fiscal year 2015, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.

This Article has an estimated tax impact of \$0.26 and was recommended by the School Board by a vote of 4-1-0 and was not recommended by the Budget Committee because of a tied vote 4-4-0.

Mr. Barka spoke to the article. He indicated that the School Board and LEA spent much time working on a new agreement. He noted in January the LEA ratified the agreement and the School Board accepted the agreement. Mr. Barka commented that it is a three-year agreement in which the School Board tried to realize healthcare cost savings. He indicated that teachers have not had a contract in two years, as well as three years out of the last five. Mr. Barka presented a teacher salaries cost analysis that reflected many teachers fall into an income level equivalent to that for eligibility for free/reduced lunch. He presented a graph indicating that historically wages have fallen in the last five years. Mr. Barka stated that there have more increases to health insurance than salaries, which is a paradigm the School Board is trying to reverse.

Mr. Barka indicated that negotiation objectives include:

- Existing teachers sick days to 12 starting in 2016-17
- New hires to receive 10 sick days cumulative to 110 beginning in 2016-17
- Change to the Reduction in Force (RIF) language which allow the district to keep the best teachers regardless of whether or not they have achieved continuing contract status.

He commented the main objective is to keep teachers in front of our students longer.

Mr. Barka explained salary schedules and how a newly hired teachers is placed on that scale. He noted when hired, an educator is placed on a "ladder" or grade level based upon their degree status. Within that ladder, they are placed on a step based upon their years of experience. Each year with a contract, teachers move up one step on the experience scale.

Mr. Barka explained that with the new agreement, salary schedules will be modified as follows:

Year 1 2014-2015

Schedule Modification – slide schedule 1 Step Up

- Remove 1st step (old Step 2 becomes Step 1)
- Add new 15th Step

Each teacher receives a step, with the end result as follows:

- Staff members "On the schedule" (not top) receive an increase equal to two steps.
- Staff Members on top step receive an increase equal to 1 step.

Benefits

- Schedule\starting salary is more competitive.
- Staff on the schedule have a more competitive wage.

Year 2 2015-2016

- On Schedule: Move up 1 Step
- Top Step Modification:
 - ½ a step increase + \$300
 - NOTE:
 - In year 16-17, top step will receive second half of step.

Year 3 2016-2017

- Schedule Modification - Similar to year 1
 - Slide schedule 1 Step Up
 - Remove 1st step (old Step 2 becomes Step 1)
- Add new 15th Step + \$300
 - This is only half a step + 300
 - Second half from year 2015-2016
 - Top step receives (1 step + \$600) over years 2 and 3
- Teachers do NOT move a step
 - Increase is equal to 1 step for teachers on the schedule.

Mr. Barka indicated that the cost of the contract over three years is \$584,565. He provided a comparison of contract costs before and after healthcare savings:

- Year 1 total increase: \$421,489
- Year 1 total after estimated healthcare savings: \$213,383
- Year 2 total increase : \$212,737
- Year 2 total after estimated healthcare savings: \$195,637
- Year 3 total increase: \$192,645
- Year 3 total after estimated healthcare savings: \$175,545.

Mr. Barka indicated that non-LEA employees will receive the same health plan, which will result in more savings across the district.

Dr. Cochrane made the following statements: Children are what schools are all about. We want quality teaching for all of our students. The School Board and Budget Committee ensure that goal. For the last two years, the School Board's stated goals have been about allocating resources to maintain quality teaching and instruction. Salaries for teachers have been flat for five years while the contribution to the Retirement System has increased 2%. According to the RSA, the District is locked into an existing healthcare plan and the healthcare trajectory is only going to get worse if we stay locked into this plan. Teacher salaries are in a disproportionate rate with healthcare rising. We want to reverse this trajectory and put less money into the health insurance company's pocket. There is concern when someone is teaching in a district where there are no step raises. These teachers are losing money each year there is no contract and we have many quality teachers in this district. If people are continually held back through the lack of wages, we lose the ability to retain happy, successful people. This contract ensures lower separation pay at the end of the contract, more time in front of students, stronger standards by the district and savings in healthcare. If this contract is not approved by the voters or the existing situation continues, we will lose many quality teachers to other district. This contract will help teachers continue to make a difference.

Mr. Barka invited Carolyn Leite to talk about the teachers' point of view.

Ms. Leite made the following statements: The teachers are looking for a contract for the future and not for the here and now. The children are the future. Children deserve to have highly motivated and qualified teachers every day. We were looking at our salary structure and those

around our district. We wanted to increase starting salaries to attract good teachers. Our other objective is to maintain the great teachers we currently have in our district. Many teachers in our district have received prestigious awards. The combination of young innovative teachers with old innovative teachers results in getting the best of everyone in front of the children. We wanted to maintain a good quality health insurance, but realize savings for the district. This is a well negotiated contract that resulted from a long and interesting process. She is looking forward to working with the School Board, the district and community groups to help explain the process if necessary.

Mr. Barka commented as a School Board and community we want to improve rigor and test scores. Much has been spent on new technology and curriculum. He noted that we want to put the money into teachers to help make a difference.

Phil Reed, 7 Forest Lane, commented that people are going to vote on this article and see only the dollars associated. Many were not here to hear that this is not about the cost of the contract. He indicated that there are savings and concessions the teachers made of which they will not be aware. Mr. Reed commented we that have attended can make an informed decision, but because of SB2, many will vote uninformed.

Christine Lepore, 17 Greenwich Road, commented that she is a recent CHS graduate in her first year of college at a rigorous school. She indicated that she is indebted to the teachers she had in Litchfield because they instilled in her a love for learning and a good work ethic. She commented that teachers deserve recognition and appreciation for providing a valuable service every day and it is time for the community to show support.

Jason Guerrette, 11 Perry Court, commented that he respects Mr. Reed and enjoys his comments. He noted that Mr. Reed echoed much of what Mr. Guerrette wanted to say. He indicated that the problem is not "selling" the contract to the people that attended today, but to the average person who is not going to hear what has been said. Mr. Guerrette suggested if you want to fix the problem, you have to provide a product the people are able to support. He noted that we are providing a product the consumer is not buying. He indicated that he is not convinced we are providing the community with a product they can support. He commented that everyone in the community feel they are paying more for their own healthcare. He asked how a person in our town feels about healthcare plan that provides savings.

Ms. Leite indicated that copays are increasing with the new healthcare plan and premiums are lower. She noted that the employee contribution is also increasing and the district's contribution is decreasing.

Robin Corbeil, 4 Nesmith Court, commented that all people in town do not feel the way Mr. Guerrette described. She noted that some may feel that way, but not all. She indicated that people in town recognize that teachers are paid differently than in the private sector. Mrs. Corbeil commented that teachers go into that field knowing the salaries are different than the private sector. She indicated that if people understand there are healthcare savings they would support the contract.

Michael Caprioglio, 12 Brady Court, asked why the Budget Committee is not supporting the teachers' contract.

Chris Pascucci commented that there is savings in the growth of the health policy. He indicated that the reason he voted to not support it was the overall cost. He noted that the Budget Committee has no say in negotiations. Mr. Pascucci agreed that teachers deserve a raise as we have excellent teachers. He commented as a Budget Committee member his role is to balance the data and look at all aspects. He indicated that he supported the contract last year with a smaller cost, but the contract was not approved by the voters. He commented that the Budget Committee received information regarding the contract late this year. Mr. Pascucci commented that he considered supporting a two year contract, PPACA impacts, and what the taxpayers can afford. He noted that working with Dr. Cochrane was wonderful this year as he sets priorities, but he believes there is too much in the contract.

Mr. Spencer commented that the Budget Committee received the contract proposal at the meeting before the hearing. He indicated that the Budget Committee had a short discussion and asked some questions, then voted their recommendation. Mr. Spencer mentioned that the original vote on the article was 4 in support, 1 opposed and 3 abstained. He noted that between that meeting and when the Budget Committee voted he asked questions and received answers. The Budget Committee met after the hearing and Mr. York asked if the three members who abstained would state their position. Mr. Spencer indicated that based on the position, he voted to oppose because there was not enough information. He commented that a 20 page presentation was provided today, which would have been helpful to the Budget Committee at the time they were voting. He indicated that Mr. York insisted the Budget Committee revote, which resulted in no recommendation on the article.

Ray Peeples agreed with Mr. Spencer and commented his position was the same. He noted that he initially abstained because he likes to take thoughtful time in consideration prior to a vote. He indicated that the movements in steps and increases are too much in one year, although the healthcare savings are excellent. Mr. Peeples commented he would like to see a contract that secured healthcare savings one year and secure salaries the next. He mentioned that the Cadillac clause of PPACA will be implemented in 2018 and contains a 40% impact. He noted that his vote was to oppose because the contract is more than the town can afford.

John York commented that he listened to the Budget Committee members who opposed the contract and believes they are misrepresenting what occurred. He indicated that the School Board and Administration were prepared to answer any and all questions they may have had. He noted that the Budget Committee voted on January 16 and had until January 23 to revote. Mr. York indicated that the information was available, but they asked no questions. He commented that the School Board believes the voters needed to have the Budget Committee on record. Mr. York mentioned there are other towns in New Hampshire where contracts were approved during which the Budget Committee held special meetings to ask questions in order to vote. He indicated that the information was available, but no questions were asked.

Ray Peeples responded in rebuttal. He commented that for the most part, the Budget Committee asked questions. He noted that the contract proposal was delivered in one night and the Budget

Committee acted in the town's best interest. He indicated that the process came "right down to the wire" with the budgets this year and the School Board was late in delivering the contract.

Kathy Follis, 8 Mike Lane asked if the information provided today was provided to the Budget Committee, would their votes be different.

Chris Pascucci commented that this should not be confrontational. He indicated that his vote would not be changed with the 20 pages of information presented today. He commented that his responsibility is to study all the evidence. He noted that the contract is costing more at every angle. Mr. Pascucci commented that he considered the failing of the contract last year, which had a lower cost. He indicated when a Budget Committee member does not recommend an article, it does not mean that we do not support teachers, children or education.

Mr. Spencer commented if the School Board provided the presentation and information to the Budget Committee that they provided today, he would have had more questions. He indicated if those answers made more sense, he would have had more information to make an intelligent decision.

Robin Corbeil, 4 Nesmith Court, commented that she keeps hearing the contract last year was not approved because the voters could not afford the cost, but there is no basis in that statement. She indicated that there were many other reasons for the failure of that article. She noted that she values the Budget Committee's responses; however, they may not be aware that there were other reasons the contract was not approved last year.

Cynthia Couture commented that she voted in favor of the contract. She noted it was stated that the Budget Committee received one page of representation of the contract. She indicate that the Budget Committee had a six page description of the contract. She acknowledged that the Budget Committee did not receive the wonderful presentation provided today, which may have made a difference.

Janine Lepore, 17 Greenwich Road, commented that we have to be clear on the product we are talking about. She indicated that we have to support the teachers for 12 years of education. She noted that the students currently in classes may be our next pharmacist or biologist or teacher. Mrs. Lepore commented that we should be supporting the excellent education in the school system by supporting the teachers and this contract. She credited her daughter's teachers with providing such excellent instruction and inspiration.

Mr. Guerrette asked to speak. Mr. Regan clarified Mr. Guerrette's previous statement about the "product" the School Board was putting forth. He asked if the product Mr. Guerrette was referring to is the one page the voter sees in the voting booth.

Jason Guerrette, 11 Perry Court, concurred. He commented that he is not debating the 12 years of education as stated by Mrs. Lepore. He indicated that the product we are trying to sell is the contract and not education. He noted that the majority of people are voting with their wallet. Mr. Guerrette commented that he was trying to suggest a path for teachers to get what they want and that the voters will accept.

Phil Reed, 7 Forest Lane, made a motion to call the question. The motion was seconded. The motion passed by voice vote.

Hearing no amendments or further discussion, Mr. Regan indicated that **Article 2 stands as written and will appear on the ballot as written.**

Jason Guerrette, 11 Perry Court, made a motion to restrict reconsideration of Articles 1 and 2. The motion was seconded and passed by voice vote.

The Moderator paused for an award presentation.

Mr. Barka presented Mrs. D'Alleva with an award for her service on the School Board.

Mrs. D'Alleva commented that it was an honor to serve the town on the School Board. She indicated it is with regret that she is not able to run for the position this year.

Mr. Regan read Article 3 and indicated Dr. Cochrane would speak to the article.

ARTICLE 3

To see if the Litchfield School District will vote to raise and appropriate the sum of Twenty Five Thousand Six Hundred Sixty Two Dollars (\$25,662) for the purpose of funding a part-time computer teacher position at Griffin Memorial School.

This Article has an estimated tax impact of \$0.03 and was recommended by the School Board by a vote of 3-1-0 and recommended by the Budget Committee by a vote of 8-0-0.

Dr. Cochrane provided a technology presentation via PowerPoint entitled "Leveraging Technology to Support Career and College Readiness for All K-12 Students". The presentation contained a compilation of sample questions for different grade levels from the Smarter Balance Assessment. The assessment requires students to have keyboarding skills, mouse skills and navigation skills among others. The presentation was used as part of the rationale for the GMS part time computer teacher position. Dr. Cochrane indicated that changes schools need to make are higher expectations for student learning, more independent learning, development of digital literacy layered on top of strong traditional literacy and numeracy skills and increased cognitive rigor. He noted that Smarter Balance Assessments are about determining the student's learning level. Dr. Cochrane commented that a requirement of the Smarter Balance Assessment adaptive testing will be more fluency with keyboarding and technology as the student will be expected to interface in a variety of ways.

Dr. Cochrane commented that changes need to be made at the elementary level for technology skills. He noted there will be two fewer classes at GMS next year. He indicated that an existing teacher can be asked to teach this, but some may not have the skill and others have large caseloads. Dr. Cochrane commented that a half time position to support this is the only way we improve students' skills in technology. He noted that we need to provide a quality education and an investment in education.

Dr. Cochrane indicated that the presentation is the rationale for the part time technology position for GMS.

Keri Douglas, 9 Pheasant Street, thanked the School Board for placing the position in a warrant article. She commented that she appreciates the importance teaching our children this type of technology.

Chris Pascucci expressed support for the article. He commented that Dr. Cochrane made an outstanding presentation to the Budget Committee. He indicated that it is a good idea to teach our children to use technology properly and efficiently. Mr. Pascucci mentioned that if anyone would like to know all the detail regarding the full presentation to ask Dr. Cochrane. He noted that this is what we need in the schools to help get to where we want to be.

Phil Reed, 7 Forest Lane, shared a story about his past decision on whether to go into college or military service. He knew a man whose life was spent in the military, but was the dean of a school. Mr. Reed indicated that this man advised him to go to college because the most important thing an employer looks for in a college graduate is how to think. He noted this is most important in this world of technology today.

Jason Guerrette, 11 Perry Court, asked for those who voted against the article to state their reason.

Mr. Miller explained that he voted against the article because he was not convinced we understand the problem we are trying to solve. He indicated there is no data to support that there is a problem. Mr. Miller commented if it will be that much of a problem in elementary school, how much of a problem could it pose in middle school. He indicated that he wanted to see some data on the problem that needs solving.

Robin Corbeil, 4 Nesmith Court, indicated that we are piloting that in the current computer class in the middle school.

Hearing no amendments or further discussion, Mr. Regan indicated that **Article 3 stands as written and will appear on the ballot as written.**

Mr. Regan read Article 4 and indicated Mr. Markiewicz would speak to the article.

ARTICLE 4

To see if the Litchfield School District will vote to raise and appropriate the sum of up to Fifty Thousand dollars (\$50,000.00) to be added to the building maintenance Capital Reserve Fund established in 2004. This sum to come from June 30 fund balance available for transfer on July 1.

This Article has no tax impact and was recommended by the School Board by a vote of 4-0-0 and recommended by the Budget Committee by a vote of 7-1-0.

Mr. Markiewicz explained that the district maintains two Capital Reserve Fund accounts. He noted that if the warrant is approved, up to \$50,000 of the unassigned fund balance will be transferred into the Building Maintenance Capital Reserve Fund for unanticipated expenditures.

Jason Guerrette, 11 Perry Court, commented about the statement included on the warrant that states "no amount raised from taxation". He indicated that these funds are actually what was previously raised from taxation.

Hearing no amendments or further discussion, Mr. Regan indicated that **Article 4 stands as written and will appear on the ballot as written.**

Mr. Regan read Article 5 and indicated that Mr. Markiewicz would speak to the article.

ARTICLE 5

To see if the Litchfield School District will vote to raise and appropriate the sum of Thirty Six Thousand, Seven Hundred Dollars (\$36,700) to purchase security equipment necessary to upgrade external access control and panic alarms at Griffin Memorial School, Litchfield Middle School and Campbell High School.

This Article has an estimated tax impact of \$0.04 and was recommended by the School Board by a vote of 4-0-0 and recommended by the Budget Committee by a vote of 7-0-1.

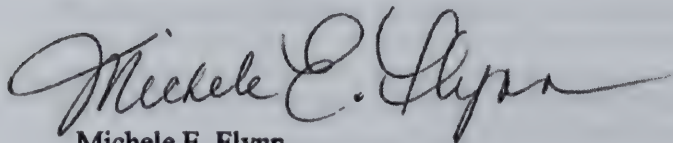
Mr. Markiewicz explained that the School Board established a committee and charged them with determining the needs of the facilities and grounds of the district. He indicated that the committee made recommendations as a start off point to afford the district the opportunity to upgrade the external security and access controls of the buildings.

Jason Guerrette, 11 Perry Court, agreed with the need for security to keep our children safe. He disagreed that the security recommendations should be on the warrant. He indicated that the security recommendations should have been included in the budget.

Hearing no amendments or further discussion, Mr. Regan indicated that **Article 5 stands as written and will appear on the ballot as written.**

The Moderator thanked all who attended and accepted a motion to adjourn at 12:20 p.m. The motion was seconded. The motion passed unanimously by voice vote.

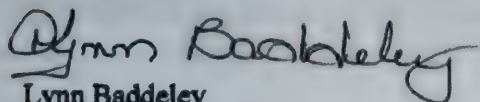
A true record of the Litchfield School District Deliberative Session,
Prepared by:



Michele E. Flynn

Administrative Assistant to the Litchfield School Board

**A true record of the
Litchfield School District Deliberative Session
Attest:**

A handwritten signature in black ink, appearing to read "Lynn Baddeley". The signature is fluid and cursive, with the first name "Lynn" and last name "Baddeley" clearly distinguishable.

**Lynn Baddeley
School District Clerk**

Submitted: February 17, 2014

2014 LITCHFIELD SCHOOL DISTRICT WARRANT STATE OF NEW HAMPSHIRE

To the inhabitants of the School District of the Town of Litchfield in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Wednesday, February 5, 2014, at 7:00 o'clock in the evening for explanation, discussion, and debate of warrant articles number 1 through number 5. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

SECOND SESSION OF ANNUAL MEETING (VOTING)

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 11, 2014, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

ARTICLE A

To elect by ballot the following School District Officers:

District Moderator	3-Year Term
District Treasurer	3-Year Term
District Clerk	3-Year Term
School Board Member	3-Year Term

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Nine Hundred Thirty One Thousand, Twenty Four Dollars and Fifty Seven Cents (\$20,931,024.57)? Should this article be defeated, the default budget shall be Twenty Million, Eight Hundred Four Thousand, Five Hundred Fifty Nine Dollars (\$20,804,559) which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

Estimated Tax Impact: \$0.27

*Recommended by the School Board
Vote 4-0-0*

*Recommended by the Budget Committee
Vote 8-0-0*

ARTICLE 2

To see if the Litchfield School District will vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits at the current staffing level:

Year	Estimated Increase
2014-2015	\$ 213,383
2015-2016	\$ 195,737
2016-2017	\$ 175,545

and further to raise and appropriate the sum of Two Hundred Thirteen Thousand Three Hundred Eighty Three Dollars (\$213,383) for fiscal year 2015, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.

Estimated Tax Impact: \$0.26

*Recommended by the School Board
Vote 4-1-0*

*Not Recommended by the Budget Committee
because of a tied vote
Vote 4-4-0*

ARTICLE 3

To see if the Litchfield School District will vote to raise and appropriate the sum of Twenty Five Thousand Six Hundred Sixty Two Dollars (\$25,662) for the purpose of funding a part-time computer teacher position at Griffin Memorial School.

Estimated Tax Impact: \$0.03

*Recommended by the School Board
Vote 3-1-0*

*Recommended by the Budget Committee
Vote 8-0-0*

ARTICLE 4

To see if the Litchfield School District will vote to raise and appropriate the sum of up to Fifty Thousand dollars (\$50,000.00) to be added to the building maintenance Capital Reserve Fund established in 2004. This sum to come from June 30 fund balance available for transfer on July 1.

No amount to be raised from taxation.

*Recommended by the School Board
Vote 4-0-0*

*Recommended by the Budget Committee
Vote 7-1-0*

ARTICLE 5


To see if the Litchfield School District will vote to raise and appropriate the sum of Thirty Six Thousand, Seven Hundred Dollars (\$36,700) to purchase security equipment necessary to upgrade external access control and panic alarms at Griffin Memorial School, Litchfield Middle School, and Campbell High School.

Estimated Tax Impact: .04


*Recommended by the School Board
Vote 4-0-0*

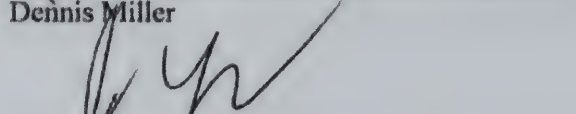
*Recommended by the Budget Committee
Vote 7-0-1*

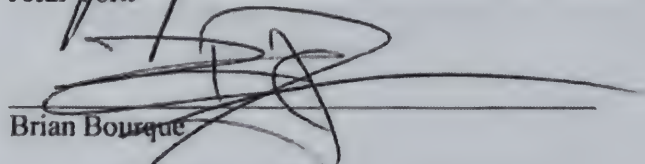
GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 22nd DAY OF JANUARY, 2014.


Derek Barka, Chair

Patricia D'Alleva, Vice Chair


Dennis Miller


John York


Brian Bourque
Litchfield School Board

**LITCHFIELD SCHOOL DISTRICT MEETING
ELECTION RESULTS
MARCH 11, 2014
The State of New Hampshire**

Election of Officers

Moderator: John Regan, 1,407 votes, elected, three-year term

Treasurer: Lynn Baddeley, 1,330 votes, elected, three-year term

District Clerk: Jason Guerrette, 7 votes, elected, three-year term

School Board: Janine Lepore, 1,097 votes, elected, three-year term
Jason Guerrette, 499, votes

Warrant Articles

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Nine Hundred Seventy Four Thousand, Six Hundred Eighty-Eight Dollars and Fifty Seven Cents (\$20,974,688.57)? Should this article be defeated, the default budget shall be Twenty Million, Eight Hundred Four Thousand, Five Hundred Fifty Nine Dollars (\$20,804,559) which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

Estimated Tax Impact: \$0.32

*Recommended by the School Board
Vote 4-0-0*

*Not Recommended by the Budget Committee
because of a tied vote (3-3-0)*

**Yes: 763
Failed No: 815**



ARTICLE 2

To see if the Litchfield School District will vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits at the current staffing level:

Year	Estimated Increase
2014-2015	\$ 213,383
2015-2016	\$ 195,737
2016-2017	\$ 175,545

and further to raise and appropriate the sum of Two Hundred Thirteen Thousand Three Hundred Eighty Three Dollars (\$213,383) for fiscal year 2015, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.

Estimated Tax Impact: \$0.26

*Recommended by the School Board
Vote 4-1-0*

*Not Recommended by the Budget Committee
because of a tied vote
Vote 4-4-0*

**Passed Yes: 917
No: 734**

ARTICLE 3

To see if the Litchfield School District will vote to raise and appropriate the sum of Twenty Five Thousand Six Hundred Sixty Two Dollars (\$25,662) for the purpose of funding a part-time computer teacher position at Griffin Memorial School.

Estimated Tax Impact: \$0.03

*Recommended by the School Board
Vote 3-1-0*

*Recommended by the Budget Committee
Vote 8-0-0*

**Passed Yes: 981
No: 668**

ARTICLE 4

To see if the Litchfield School District will vote to raise and appropriate the sum of up to Fifty Thousand dollars (\$50,000.00) to be added to the building maintenance Capital Reserve Fund established in 2004. This sum to come from June 30 fund balance available for transfer on July 1.

No amount to be raised from taxation.

*Recommended by the School Board
Vote 4-0-0*

*Recommended by the Budget Committee
Vote 7-1-0*

**Passed Yes: 1,258
No: 396**



ARTICLE 5

To see if the Litchfield School District will vote to raise and appropriate the sum of Thirty Six Thousand, Seven Hundred Dollars (\$36,700) to purchase security equipment necessary to upgrade external access control and panic alarms at Griffin Memorial School, Litchfield Middle School and Campbell High School.

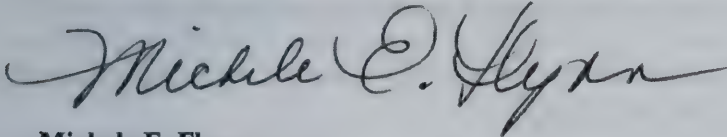
Estimated Tax Impact: .04

***Recommended by the School Board
Vote 4-0-0***

***Recommended by the Budget Committee
Vote 7-0-1***

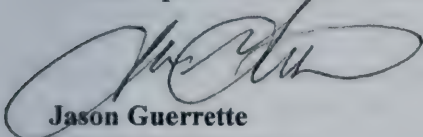
**Passed Yes: 1,162
No: 495**

A true report of the 2014 Litchfield School District election results, prepared by:



**Michele E. Flynn
Administrative Assistant to the School Board
March 13, 2014**

A true report of the 2014 Litchfield School District election results, attest:



**Jason Guerrette
School District Clerk
March 14, 2014**



2015 LITCHFIELD SCHOOL DISTRICT WARRANT STATE OF NEW HAMPSHIRE

To the inhabitants of the School District of the Town of Litchfield in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Saturday, February 7, 2015, at 10:00 o'clock in the forenoon for explanation, discussion, and debate of warrant articles number 1 through number 5. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

SECOND SESSION OF ANNUAL MEETING (VOTING)

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 10, 2015, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

ARTICLE A

To elect by ballot the following School District Officers:

School Board Member
School Board Member

3-Year Term
3-Year Term

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty-One Million, Thirty-One Thousand, Six Hundred Thirteen Dollars (\$21,031,613)? Should this article be defeated, the default budget shall be Twenty-One Million, Seventy-Six Thousand, Twenty-Three Dollars (\$21,076,023) which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

Estimated Tax Impact: \$0.91

*Not Recommended by the School Board
Vote 0-5-0*

*Recommended by the Budget Committee
Vote 6-2-1*

ARTICLE 2

Shall the Litchfield School District vote to raise and appropriate the sum of Seventy-Nine Thousand, Five Hundred Thirty-Six Dollars (\$79,536) for the purpose of funding salary and benefits for a full-time District Technology Database Administrator position to support the new Student Information System?

Estimated Tax Impact: \$0.10

*Recommended by the School Board
Vote 5-0-0*

*Recommended by the Budget Committee
Vote 9-0-0*

ARTICLE 3

Shall the Litchfield School District vote to raise and appropriate the sum of Eighty Thousand Dollars (\$80,000) to enhance exterior video capacity to include main entrance and perimeter of the building, new call box/system for visitors seeking entrance to the building during school hours, and exterior audio annunciators for emergency broadcast at Griffin Memorial School, Litchfield Middle School and Campbell High School?

Estimated Tax Impact: \$0.10

*Recommended by the School Board
Vote 5-0-0*

*Recommended by the Budget Committee
Vote 3-2-4*

ARTICLE 4

Shall the Litchfield School District vote to raise and appropriate the sum of Forty-Seven Thousand, Three Hundred Eighty dollars (\$47,380) to reclaim and resurface the GMS paved playground area?

Estimated Tax Impact: \$0.06

Recommended by the School Board
Vote 5-0-0

Recommended by the Budget Committee
Vote 9-0-0

ARTICLE 5

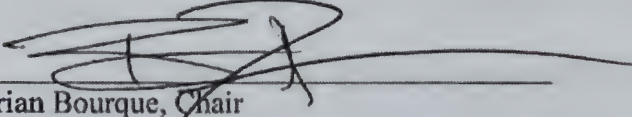
Shall the Litchfield School District vote to raise and appropriate the sum of Twenty-Two Thousand, Eight Hundred dollars (\$22,800) for the purpose of funding the salary for a part-time (27.5 hours) Math Tutor at Griffin Memorial School?

Estimated Tax Impact: \$0.03

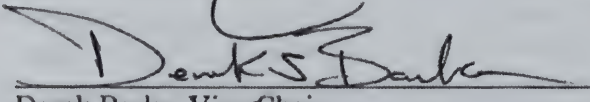
Recommended by the School Board
Vote 5-0-0

Recommended by the Budget Committee
Vote 8-0-0

GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 2/DAY OF JANUARY 2015.



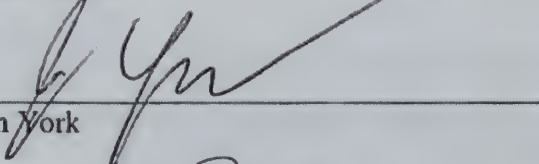
Brian Bourque, Chair



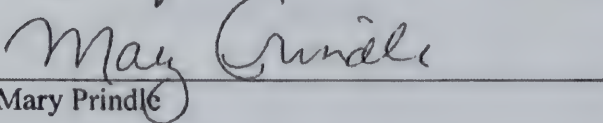
Derek Barka, Vice Chair



Janine Lepore



John York



Mary Prindle

Litchfield School Board

**LITCHFIELD SCHOOL DISTRICT
DELIBERATIVE SESSION
February 7, 2015
The State of New Hampshire**

Time, Place: The meeting was called to order at 10:00 a.m. in the Campbell High School Auditorium.

Present: Moderator, Mr. John G. Regan, presiding.

School Board members: Mr. Brian Bourque, Chair; Mr. Derek Barka, Vice Chair; Mr. John York, Mrs. Janine Lepore, Mrs. Mary Prindle.

Dr. Brian Cochrane, Superintendent of Schools; Mr. Frank Markiewicz, Business Administrator; Mr. Jason Guerrette, School District Clerk; Gordon Graham, Attorney for the District.

Mr. Tom Lecklider Litchfield Middle School Principal; Mr. Scott Thompson, Griffin Memorial School Principal; Mrs Laurie Rothhaus, Principal, Campbell High School.

Budget Committee members: Mrs. Cynthia Couture, Chair; Mr. Andrew Cutter, Vice Chair; Mr. Ray Peeples; Mr. Chris Pascucci; Mr. William Spencer; Mrs. Keri Douglas, Mr. Frank Byron (Selectmen's Representative).

Ballot clerks: Mrs. Trisha Regan

Mr. Regan invited members to join him in the Pledge of Allegiance.

Mr. Regan introduced Mr. Phil Reed, Vice Moderator, and reviewed the Moderator's rules and protocol for the Deliberative Session according to state law.

Mr. Regan introduced Mr. Brian Bourque, School Board Chair. Mr. Bourque introduced School Board members, SAU staff, and attorney.

Mr. Regan introduced Mrs. Cynthia Couture, Chairperson of the Budget Committee. Mrs. Couture introduced Budget Committee members.

Mr. Regan announced that elections will be held on March 10, 2015 from 7:00 am – 7:00 pm at CHS.

Note: The order of business of the Deliberative Session is sometimes conducted out of the warrant articles' numeric sequence. Recording activity in chronological order would make the minutes difficult to follow; therefore, the articles will be listed, with action taken thereon, in the order in which they were listed on the warrant.

049

As is customary, Mr. Regan asked voters if they were in favor of allowing non-voters and employees of the school district who were in attendance to comment during the meeting.

The majority was in favor of allowing non-voters and/or employees of the district to comment during deliberative session by voice vote.

Mr. Regan read Article A.

ARTICLE A.

To elect by ballot the following School District Officers:

School Board Member 3-Year Term

School Board Member 3-Year Term

The Moderator opened discussion of Article A.

Hearing no discussion, the Moderator indicated **Article A stands as written.**

Mr. Regan read Article 1 and indicated that Ms. Couture would speak to the article.

ARTICLE 1

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty-One Million, Thirty-One Thousand, Six Hundred Thirteen Dollars (\$21,031,613)? Should this article be defeated, the default budget shall be Twenty-One Million, Seventy-Six Thousand, Twenty-Three Dollars (\$21,076,023) which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

This Article has an estimated tax impact of \$0.91 and was not recommended by the School Board by a vote of 0-5-0. The Article was recommended by the Budget Committee by a vote of 6-2-1.

Ms. Couture Discussed the Proposed Operating Budget and the rationale and methodology of their work. She discussed how the Budget Committee met with the district administration to understand their priorities for the coming year. Budget Committee members toured the facilities and asked a number of questions. The Budget Committee's presentation is attached. The proposed budget represents a 91 cent tax increase. If the default budget were to pass, it would represent an additional 5 cents for a total of 96 cents to the tax rate. The School Board had presented a budget that would have increased the tax rate by almost 2 dollars. The Budget Committee left approximately \$423,000 to fund the districts expressed priorities. Ms. Couture listed the areas the Budget Committee looked to make reductions in areas of historical underspend. The district failed to provide backup data for the need for air duct cleaning consequently; it did not make the proposed budget. The budget committee felt the reduction of one bus route was warranted. There was support for increases in Buildings and Grounds. If all

dh

warrant articles pass an average Litchfield home would see an increase of \$1.20 in the tax rate or \$500 annually.

Ralph Boehm 6 Gibson Drive asked what the decrease in school population will be for the coming year.

Cindy. Couture – Currently 1307 students with a projection of 1267 students.

Steven Lowen - 7 Sugar Hill Lane – Can you explain the decline in revenues?

Frank Markiewicz – Decrease Similar to this year. The differences are \$800,000 in the unreserved fund balance of and in underspend of operating budget. There is also a slight decrease in adequacy aid.

Claudette Durocher, 158 Charles Bancroft Highway – What are the adjustments to the default budget?

Frank Markiewicz – Not sure I understand the question. Do you want to know all of the adjustments made to the default budget? Administration provides recommendation to School Board. Basically look at contractual obligations, under agreement with union. All salary increases are included and benefits. All contracted obligations are included in the recommendation to the Board. One time expenditures fall in to here; textbooks, computers, and furniture replacement from previous are not rolled up into the default budget. Transportation is also required. There is a substantial increase approximately a 5% increase across the board in the second year of the agreement.

John Latsha 10 McElwain Drive – My comments are for the Budget Committee, it appears that there is an increase in every line due to increased costs and there is the half million dollar bond payoff is absorbed in there so its actually a million dollar increase. Second issue is the ductwork cleaning. You were waiting on an estimate, wondering if district has received that estimate? Is it accurate?

Brian Bourque – We never received a written estimate, only a verbal.

John Latsha – How much was it?

Brian Bourque – 60 some-odd thousand dollars.

John Latsha – From what I understand it has never been done.

Brian Bourque – That is correct.

John Latsha – I'd like to make an amendment to do that but without a written estimate I can't do that without an exact number. It would not be appropriate.

Shana Dodge, 10 Herron Drive, - You say that the salary reduction was based on policy. Wondering if you could explain that?

Cindy Couture – Clarified what the question was. School District, I was on the board at the time, developed a policy. Ms. Couture read the School Board policy on student teacher ratio. Policy IHB Class size. She continued to say that a grid was developed to better understand the ratio and help make decisions based on the student enrollment.

Shana Dodge – I think there is confusion because of the exact numbers in this year's third grade.

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Cindy Couture – The budget committee uses projections. It is not the current enrollment. It is the projections that are used every year. It is projected that there will be 96 students in that upcoming 4th grade.

Shana Dodge – There are currently 99 in that grade.

Derek Barka – We started the year with 96 third grade students and have added three. On the whole the district has added 6 students at GMS and 3 at LMS. Overall enrollments are going down because classes graduating high school are larger classes. Incoming grades are at about 100 students. The School Board is concerned but the third grade cut understandable but the 4th grade will continue to be concerning.

Cindy Couture – This is a scenario that has been played out often over the years. We do not know until the summer what the actual numbers will be. It is perfectly within the right of the School Board to add staffing based on what the enrollment will actually be. The budget is just a dollar guideline. It does not mean that they cannot keep a teacher if they need to. We have used these guidelines for years.

Derek Barka – Ms. Couture is absolutely correct. If this was one teacher that we would have to absorb, perhaps, however we may have to add another first grade teacher this year. If we look historically, Kindergarten students have added a large number over the summer. Mr. Barka gave examples of enrollment numbers from Kindergarten to first grade for the past several years. If we gain 8 more students over the summer, the district would have to add a teacher. Finding teachers is difficult. Finding more than one is that much harder.

Brian Bourque – Mr. Barka is correct. It is a bottom line budget. We could probably find the money for a fourth grade teacher. The School Board would do what is right and best for the students, but keep in mind that money comes from somewhere. It may come from textbooks, supplies, maintenance, or other personnel. It has to come from somewhere. What was presented was what the School Board and administration believes it needs to operate the schools to the best of their abilities. So, yes we can add a fourth grade teacher, but it will come from somewhere. Where that is, who knows.

Bill Spencer – To follow up, looking back over the budgets year after year after year, it has been under spent. From anywhere of \$200,000 to \$300,000 easily. Not because they have had to cut back, but because the money was there and not needed. I have no reason to believe that the budget being presented to doesn't have that same amount of surplus in it.

Robin Corbeil – 4 Nesmith Court – looking at line 114 looks like a \$140,000 increase for para's and monitors. That seems large to me.

Cindy Couture – It could be IEP driven and is based on the population of the school.

Brian Bourque - Para's were all IEP driven

Derek Barka – 8 Simeon Lane – Making a motion to add \$80,000 salaries and benefits for the purposes of funding a teacher at GMS. (Modified after written submission to Motion to add \$80,000 to bottom line by moderator as a specific purpose if not allowed) This would change the proposed budget to \$21,111,613.

Mary Prindle 26 Deerwood Drive– Second the motion.

Cindy Couture – Budget Committee reduction was for \$55,000 not \$80,000. Budget Committee believes funding exists in budget, i.e. computers were generously funded. The reason was

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because the budget contained a lease/purchase for far less, but the budget committee felt funding for outright purchase was better option, adding an additional \$20,000 to do so. That does not prevent the district from proceeding with lease/purchase, thereby using the saving to fund an additional teacher if it decided to.

John Regan – Clarified that the bottom line number of the motion to be \$21,111,613.

Ralph Boehm – Can we get an idea of what Mr. Spencer was talking about and how much was underspent historically?

Bill Spencer – I don't have the exact figures with me, but it has been underspent every year. Last year some was attributable to revenue side of the equation. When I say \$200,000 that's been what it's been running.

Ralph Boehm – When I was on the School Board that is pretty much what it had been too. I think there is plenty of money in the budget if necessary. I said, "If" and we have always said we do not budget for "ifs"

Derek Barka – There was \$832,000 left over last year but largely due to revenues. There was a large refund from the LGA for insurance. The rest of the fund balance was from SPED dollars. When we budget for SPED it is a worst case scenario because you never know. School Board commits that if there is left over money in SPED it will be returned to the tax payer to offset next year's budget. We do always have roughly \$200-300,000 left over that is returned.

Mary Prindle – Speaking as a citizen added support to this motion. Our most important investment in our community is our teachers. We have policies. We make decisions based on projection not real students. We have real children in out schools and increased expenses and although this is a bottom line budget I support adding \$80,000 to invest in our teachers next year.

Cindy Couture – Someone asked about the history of unspent fund balance. 2011 had over \$370,000, 2012 had \$772,000, 2013 had \$392,000 and 2014 had \$367,000 of monies left over for an average of \$475,000 of monies the taxpayer over paid.

Sally Lowen - 7 Sugar Hill Lane – I would like to know the ration of teachers to administrators... How many administrators do we have?

Derek Barka – We don't really know. Let's see... (Mr. Barka attempts to list them from memory) No total exactly given.

Susan Seabrook – 33 Jamesway Drive – A point of clarification, the principal is half time at GMS.

Derek Barka – 119 teachers, 10 -12 administrators and a large number of paraprofessionals. Oh, and there is also other office staff.

Leanne Romano – 7 Country Lane – Supporting the motion and wanting to motion. Can we wait to do parking lot maintenance? I saw an increase in SPED. Does that not also put an additional burden on the teachers? We only have 23 in classroom but some may need extra help and that burdens teachers.

Chris Pascucci – If this motion passes it does not fund a fourth grade teacher. It adds to the bottom line. The school Board could decide to hire a teacher or not. Just like if it stays the way it is, they could hire a teacher or not. I believe they will do the right thing and if a fourth grade teacher is needed, they will hire one. I believe there is enough money in the budget. The bigger picture, no doubt this amendment could pass in this room, but the final say will be at the ballot

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box in March. Historically, voters have and may pick lower number. School Board has not recommended this budget, and their reason was for more money which is the default budget. If this passes this changes the totals causing the proposed budget to have the higher dollar amount. Also the Budget Committee would have the right to revoke their recommendation if the number changes. I have no idea how that would go. But you do have the right to change it. It is up to you. Please consider all options.

Leanne Romano – Is there another way to word that? (The article) So that other people who do not have children in the schools might not see that the \$80,000 is in there.

John Regan – No

Keri Douglass – The budget has enough money in it. When looking at budget, the schools said because of declining enrollments there were looking at a 5 year plan to consider staffing. With declining enrollments we are not seeing lower administrative staff levels. We have 3 schools with fewer than 500 students. Rule of thumb has been an assistant principal for every 500 students. We could look at combining or splitting time. Possible \$100,000 is saving to provide funding for additional teachers. Looking at a decrease (enrollment) in town, we need to ask what we can afford. Don't wait five years. More than enough money if we truly need the teacher.

Leanne Romano – Can I propose the Schools revisit their budget?

John Regan – We are discussing the proposed amendment. That can be the next topic if you would like?

Brian Bourque – I believe Ms. Couture said the amount of money that was withdrawn was \$55,000. That did not include benefits. So the \$80,000 proposed addition includes benefits. The total removed by the budget committee for two teachers was \$174,675 if Mr. Barka's numbers are correct.

Sherry Fay – 10 Laurel Street – Projected numbers of third graders going to fourth grade? Is there currently 100 students going to fourth grade?

Cindy Couture – 99

Sherry Fay – So if there are 99 students and possibly one moving in, would that not put about 25 students per class? Not 22 or 23? As many as 25 in September?

Brian Bourque – Not sure what your question is but there are currently 99 students in third grade. The projection is for 96 students.

Sherry Fay – And give or take some move in students could be 25 per class in a fourth grade classroom? 4 teachers? I support Derek Barka's motion for adding \$80,000. I am a 17 year third grade teacher. I fully support that. There is no textbook, no computer, no playground equipment or colored pencil that can replace a student/teacher relationship. It is imperative that relationship exists and there is time in a day for that to offer them support to succeed.

Cindy Couture – That represents the Budget Committee sentiment. I want to remind you what the budget committee does. These are dollars and we use formulas to determine dollars. The school Board should in the summer, if they find they need staff, should provide one as they see fit. There are enough dollars to do that. We reduced dollars, not positions. It is within their right to do what is right for the students.

Janine Lepore – 17 Greenwich Road – Speaking as a citizen. I support the motion. There has been a lot of discussion of bottom line budget, this school board can find money if it wishes to, but I would like to

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comment on the fact that the money in there is already allocated. Can it be shifted if necessary, and then it comes from something else that is in greater need. We need every dollar in the budget. I think looking backward is what the budget committee does, they look at historical things and that is like driving a car straight forward but looking in the rear view mirror. This is a town we would like to maintain and even improve the wonderful school system, the wonderful teachers. If we take a teacher away the class size may be less now but then in the future have to ramp back up. What does that do to the quality of the teachers? Having to hire someone else to replace them in a few years where class sizes may increase. This back and forth is misguided. In a wonderful school with wonderful teachers we need to maintain. Everyone should consider the additional money. Let's keep the teachers we have. Remember that every single bit of money is allocated. It isn't as spongeable as the budget committee thinks it is.

Bill Spencer – Budget is made up of what the administration thinks it needs. What everyone thinks they need. Typically and I have done it in the past, you ask for what you think you need, but maybe a little bit more because everyone has a situation. When you put it all together the plus and minus' result in not necessarily needing all that money. That is a fact. Money is allocated initially, and last year we had a default budget. The administration sat down with a default number and allocated it where they saw fit. They had what they felt they needed and still we ended up under spending the budget. There is absolutely no reason that will not happen this year or next year. That's the name of the game, the way it works. If you want to add this money in, it increases the bottom line, but as Mr. Pascucci said will bring it over the default number and I guarantee we will run on default again next year, no question in my mind about it... We don't really have to add this money to the budget to accommodate what you want.

Dennis Miller – 37 Wren St. To Mr. Spencer's point, we are in a default budget this year. I would like to know how many positions were added this year since March this past year.

Brian Bourque – 2 to 3 positions (para's) at about \$25,000 each

Chris Pascucci – 12 Colonial Drive – I was watching the School Board meeting a few meetings ago. Did I hear correctly the administration discussing the current year budget that they are projecting a \$200,000 underspend this year and heard the terms that the district was in good shape? Those exact words, financially.

Cindy Couture – I have a financial report dated January 20th it says salaries report to mid year is about \$300,000 underspent.

Chris Pascucci – Last years the district had less money then they asked for. They did a goof job reprioritizing things and there will be money left over. Even if everyone says not on the ballot, there will still be \$500-600 more in taxes. This conversation should be happening at the School Board level about where they should spend and allocate their money. I believe there to be enough money in there. I want people to think forward. Are the voters going to vote for the lesser of two dollar accounts? If that is the case what are we really getting by adding this \$80,000 in there? One last point, a few years ago there was a mistake in the default budget and a change was made at the last minute. Although right now the default budget is higher than the proposed, the default could be changed by tens of thousands at the last minute if it was deemed a mistake like it was before. Just recently a mistake was made where they removed tens of thousands. We could really be hurting ourselves.

Keri Douglass – We keep hearing the word "need". We need this, we need that, and we need everything that is in the budget. If I truly believed that every line item was needed, believe me I would fight for it. I don't. I don't believe we need \$30,000 for a smart board that should be provided by the PTO. Our schools are amazing. The argument made was that we need them

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because we could do better. Where does that line stop? Shall we hire private tutors? Do we need several thousand dollar sports sheds? If sports wants them, why can't they raise the money? Do we truly need every dollar in there or are we using a different definition of the word need. Because to me, there is enough money in there to meet our needs and plenty to cover some of our wants.

Dennis Miller – So there were two or three Para's identified but none pending for next year?

Brian Bourque – That is correct. I wanted to clarify a point about smart boards provided by the PTO. They have only provided one.

Betty Vaughn – 10 Stark Lane – I want to play devil's advocate here, one the one hand we say we are under spending by \$200-300,000 per year one the other hand if you watch the school board meetings you will see that every year they are not helping the grounds situation, its like there is a whole list of things we are not doing because we are never funded adequately, so yes you could say it may be because they do not have rom in the budget to help building and grounds because we do not have the money to do it. So, I mean, I think, that if the board who are the people we voted for, the experts, that we need a teacher, you know we could listen to them.

Ray Peebles – 205 Charles Bankroft HWY – What drives the budget. We are right now being driven by the emotion over a teacher. We ask the school board not to drive it that way. We ask to approach from the view as dollars and sense. I ask you out there to take a look at the detailed budget, not the roll up, the line item budget and look at it. Here is two pages, just two where, two new storage sheds, replace existing storage shed, replace wood ramp, when you get down on these two pages, there is \$12,500 of wants and maybe \$2,000 of need. These are increases in services because they don't want to put their stuff at the sports field. There is enough money to fund this teacher. I don't care what anybody says, the budget committee can clearly see this. I urge to vote on facts not emotions. That is what we used to get here.

John Regan – Remember, we are not adding dollars for a teacher, we are adding dollars to the budget.

Robin Corbeil – I appreciate input and time of the Budget Committee but you didn't cut all of those other things, you cut a teacher. If other things came up for discussion maybe it would be different, but I rely on you to go through that budget because I don't have time, I am busy teaching your kids. You should pick the things that really need to be cut out and don't cut a teacher. That is why we are talking about a teacher. We aren't talking about sheds, or technology. You did not cut those. If those had been cut it would be an easier discussion. But we trusted you to make cuts and now this is the result.

Cindy Couture – We are following a formula in use for the last ten years. We are not cutting a teacher, its looking at dollars.

John Regan – Am I correct, you did not cut a teacher, you recommended a budget the district to work in? They now have to either build a shed or cut a teacher.

Robin Corbeil – Wasn't it from a salary line?

Cindy Couture – It took a salary average out of thin air.

Robin Corbeil – We cut it from a salary line not a maintenance line or technology line and that's why the discussion is about salary and not maintenance or technology.

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Chris Pascucci – I would like to add that after the budget hearing, talk to add the money back was discussed anticipating this reaction I asked the money be added back to this line and removed from the bottom line. I was put in my place by other members saying I was insulting the voter. Because you all know its bottom line and you can see there is not difference. We could have added it back in and remove it elsewhere but that would have meant nothing. Because it's a bottom line budget. Go to the next school board meeting after the next budget is approved and tell them exactly where you would like them to spend the money. Tell them we want a teacher, not a door, not a shed or not anything else you want to cut, but not a teacher.

Mary Prindle – Mr. Moderator, I would like to call the question

Seconded. Motion passes.

John Regan – Vote on the amendment to Article 1 to add \$80,000 to the bottom line. I have a request for a secret ballot. We will use blue sheets number 11.

Leanne Romano- I have a quick question as I have to leave, a question for the school board only. Because the budget committee made their bottom line, can I amend article 1?

John Regan – We can discuss that after we vote on this amendment.

Leanne Romano – I have to go is there any other way?

John Regan – No. We will use #11 on the blue sheet. Please mark the ballot and it will be collected. We have a count for the amendment to add \$80,000 to the bottom line. 25 yes, 28 no. The amendment fails. We are back to the Article as written. Further discussion on Article 1?

Jason Guerrette- 11 Perry Court. I have a couple questions on the default budget calculation. I noticed this year's default budget included increase in adult education line, a self funded line. That isn't contractual. I believe a mistake. An increase in the tech plan of about \$6700, an increase in vocation tuition of about \$6200, there is a multi year increase in a curriculum plan of \$44,000 written up as a school board approved plan which is not a voter approved plan because we are currently under a default.. Grand total about \$180,000 in the default budget that I believe should not be there. We all agreed a few years ago that because of mistakes made in the default budget that the board discovered at the last minute and the board attorney Mr. Graham agreed to as mistakes, went back and redid the calculation. The board the agreed to always send the default budget to the school attorney to ensure they had not mistakenly calculation the default budget. I know they did not do that this year as I asked him directly and he said he had not seen it. My question is if we could please have an explanation as to how those items I mentioned fit within the law on default budget as they are neither mandated by law nor contractual.

Frank Markiewicz – I didn't list the specifics of what you were asking but in general terms, as you know the administration makes a recommendation to the school board as to what should be included in the default budget. The RSA is as you have mentioned in the past, talk about previous appropriation, there are contractual obligations the district must meet and contractual can be open to some interpretation as the school board has in past years they have taken the tech plan and considered it a contractual obligation as you know is approved by the school board as required by Department of Education and the boards has determined to take this forward to the default.

Jason Guerrette – While I understand what you are saying, I respectfully disagree. Every year there is a standing committee that puts forth a five year plan and I can remember year after year it not being able to be fully implemented because the voter did not approve of it in the proposed budget. So once we go to default, you are free to spend that money as you see fit or need to it does not become part of the default budget, it becomes part of proposed budget if you need additional funding. Any multi year plan or

obligation can be approved by the legislative body, the voter, not the governing body (School Board) and its clear in the RSA's and am sure Mr. Graham could explain that. The school board cannot incur future obligation in a multi year plan without concurrence by the legislative body.

The next one is vocational tuition as I asked about this at the last board meeting. It was discussed that the vocation plan is projecting the number of students for a future school year that may or may not take those course. Today's number of students is 24 with a projection of 30. Again those numbers are fine for the proposed budget, but not for the default budget. It needs to be the same as last year. The next is the curriculum review cycle. I certainly understand the school board used to have a 7 year cycle where all curriculum is reviewed on a schedule. Not a default budget item as it calls for same level of appropriation. Until a proposed budget passes with increased levels of funding, then the default must remain the same as required by RSA. I would like to know if Frank believes that the school board has chosen to add this.

Frank Markiewicz – I make a recommendation for the school board to decide whether to include or not. I can't comment on what the school board believes.

John Regan – We are asking how the default was calculated. We can't change this here can we?

Jason Guerrette – Yes, it can be changed right after this meeting by the School Board upon discovering new information up to the time the ballot is printed.

Gordon Graham (School Board attorney) – What is the question?

Jason Guerrette – Mr. Graham, the question is the School Board has added \$6714 dollars to the tech plan which has never been approved by the voter or legislative body. \$6200 in vocation tuition increase, \$44,000 in a multi year curriculum plan, and also in the adult education program which they offer, I believe an \$18000 increase to the salary line.

Gordon Graham – Let me stop you there. I have not looked at the default budget. You know what the definition of the default budget is. It the operating budget last year, increased or decreased as the case may be by obligations that are mandated by law or contracts, and reduced and increased by items that are a one time expenditure or debt service. So you have those definitions. The school board takes a look at all of those. There are frequently multi year obligations, not obligations, multi year plans that involve both curriculum or technology that were approved by the State Dept. of Education that involve, so that those expenditures are not one time expenditure and they carry on and are not removed from the district budget. For example, you could argue that any kind of purchase, a computer one time, that you aren't ever going to purchase one again. Not so. Because the school board can say the want to develop a technology plan that they are required to and get it approved by the State, a five year plan that you know, that the money to fund that plan is not a one time expenditure and it not be reduced from the default budget. So it's a complex calculation as you know. In terms of the obligations to send students to the tech program, there are contracts to provide opportunities to students who want to avail themselves of career technical education and it's the districts obligation to make sure those students have an opportunity to participate in those programs in order to benefit from those programs. So those are all expenses that do not surprise me are included in the default budget. So, I did not review any of the documents, I do not have any details about the information, but hopefully that is an explanation.

Jason Guerrette – I do not disagree with your explanation except that we do need to provide opportunities, but those are in the proposed budget. The law tells us how to fund them under a default budget condition. The default budget requires a level of appropriation, not a level of service that then requires funding to maintain that level of service. This is about a dollar amount, not a service level. The default continues the exact same budget we are currently using. We

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returned hundreds of thousands of dollars this year proving there is enough money in the budget. This is not a level funded budget. Dollar for dollar is more in the default budget next year than is this year.

NH RSA 40:13

(b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision

John Regan – Further discussion on article 1 as written?

Hearing no further amendments or discussion, Mr. Regan indicated that **Article 1 will appear on the ballot as written.**

Mr. Regan read Article 2 and indicated that Mr. Barka will speak to the article.

ARTICLE 2

Shall the Litchfield School District vote to raise and appropriate the sum of Seventy-Nine Thousand, Five Hundred Thirty-Six Dollars (\$79,536) for the purpose of funding salary and benefits for a full-time District Technology Database Administrator position to support the new Student Information System?

This Article has an estimated tax impact of \$0.10 and was recommended by the School Board by a vote of 5-0-0 and was recommended by the Budget Committee by a vote of 9-0-0.

Derek Barka – This article is to hire a new database administrator. Two functions are to support the installation of a new Student Information System. Going to implement this system over two years. Second reason to support district 5 year tech plan. Existing staff has Director of technology. Server infrastructure. Also have an entry level IT guy. Does PC support, troubleshooting. We have a lot for two people to maintain and need to increase staff.

Ralph Boehm- Has anyone thought of making this a special warrant article so that the money can only be used for the specific purpose?

Cindy Couture – That would have had to be decided by the School Board.

Gordon Graham- Can't change it now.

Frank Byron – Under what law?

Gordon Graham – Under the law of warning, you can't change it too a special article at town meeting.

Ralph Boehm – I suggest in the future you make them special so they pass.

Dennis Miller – Is the language of the warrant article such that this person can only support the SIS?

Gordon Graham – No, it's not a special warrant article

Dennis Miller – So it isn't a limiting factor?

Gordon Graham – No

Dennis Miller – Did the School Board consider using a consultant for this perhaps the vendor we are using to provide this instead of adding another full time position?

Derek Barka – Implementation will take several months or so. Long term we want someone to mine data to make best use of the information.

John Regan - Hearing no further amendments or discussion, Mr. Regan indicated that **Article 2 will appear on the ballot as written.**

Mr. Regan read Article 3 and indicated Mr. Bourque will speak to the article.

ARTICLE 3

Shall the Litchfield School District vote to raise and appropriate the sum of Eighty Thousand Dollars (\$80,000) to enhance exterior video capacity to include main entrance and perimeter of the building, new call box/system for visitors seeking entrance to the building during school hours, and exterior audio annunciators for emergency broadcast at Griffin Memorial School, Litchfield Middle School and Campbell High School?

This Article has an estimated tax impact of \$0.10 and was recommended by the School Board by a vote of 5-0-0 and recommended by the Budget Committee by a vote of 9-0-0.

Brian Bourque - Last year there was an approved warrant article to improve security. This included all locks, proximity card access and computerized control access center. This year looking to phase 2 will provide new cameras. These cameras would allow a full body image rather than just the face. More high tech and can record. Also perimeter outdoor cameras. Lastly an outdoor alarm system. See slides.

Susan Seabrook – Speaking as a citizen. Security is the utmost importance. Support this system.

Phil Reed – Unless you have been living in a shell, I don't care how much money it takes. Upgrade security. I urge we support this.

John Latsha- Who monitors people coming into schools now? One person? So if we add this additional security around the school will that one person be able to handle the extra work?

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Brian Bourque – That person would still be just observing people coming in. We would the ability to.....This person will not be responsible for monitoring this equipment. The cameras are so we have a record after the fact.

John Latsha – If a person had a weapon outside the perimeter of the school, who could react to that on an immediate basis?

Frank Markiewicz – I can't comment on hypothetical security issues.

Bill Spencer – motion to close reconsideration of Article 1

Seconded – Passes on voice vote.

Hearing no amendments or further discussion, Mr. Regan indicated that **Article 3 will appear on the ballot as written.**

Mr. Regan read Article 4 and indicated Mr. Bourque will speak to the article.

ARTICLE 4

Shall the Litchfield School District vote to raise and appropriate the sum of Forty-Seven Thousand, Three Hundred Eighty dollars (\$47,380) to reclaim and resurface the GMS paved playground area?

This Article has a tax impact of \$0.03 and was recommended by the School Board by a vote of 5-0-0 and recommended by the Budget Committee by a vote of 9-0-0.

Brian Bourque- GMS parking lot is in rough shape. Been crack and sealed in the past few years and is in dire need to be rehabilitated.

See Slides

Phil Reed – Must be bad seeing a unanimous endorsement by the Budget Committee. Mr. Moderator have you scheduled time for announcements? Want take opportunity to congratulate Mr. Barka for selection as 40 under 40 in NH.

Shana Dodge – When was this last done and hearing there is a fence that may need to be ripped out.

Brian Bourque – Not sure when it was done last but there will be no issue with fence.

Susan Seabrook – Speaking as a citizen. Whenever playground is frozen this is the only place for children to play on. Many cracks, my job security but would like to see this repaved please support this.

Hearing no amendments or further discussion, Mr. Regan indicated that **Article 4 will appear on the ballot as written.**

John Regan – Now an opportunity for announcements

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Brian Bourque – I would like to invite Dennis Miller Up. School Board and town want to thank Mr. Miller for his service on the School Board. Also would like to thank Ms. Prindle for jumping in and helping this year.

Cindy Couture – Would like to thank Andrew Cutter as he will not be running for his seat. I volunteer at the Red Cross. They will install smoke detectors free of charge, please see me for more information.

Mr. Regan read Article 5 and indicated that Mr. Bourque will speak to the article.

ARTICLE 5

Shall the Litchfield School District vote to raise and appropriate the sum of Twenty-Two Thousand, Eight Hundred dollars (\$22,800) for the purpose of funding the salary for a part-time (27.5 hours) Math Tutor at Griffin Memorial School?

This Article has an estimated tax impact of \$0.03 and was recommended by the School Board by a vote of 5-0-0 and recommended by the Budget Committee by a vote of 8-0-0.

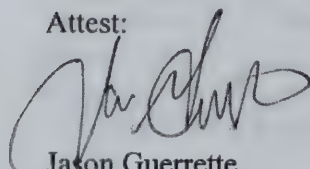
We have a need for a math tutor at GMS for those non Title 1 kids that need additional help.

Hearing no amendments or further discussion, Mr. Regan indicated that **Article 5 will appear on the ballot as written.**

The Moderator thanked all who attended and accepted a motion to adjourn at 11:45 a.m. The motion was seconded. The motion passed unanimously by voice vote.

A true record of the
Litchfield School District Deliberative Session

Attest:



Jason Guerrette
School District Clerk

Submitted: February 24, 2015

Litchfield Budget Committee Deliberative Session School District Budget

February 7, 2015

ARTICLE I

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty-One Million, Thirty-One Thousand, Six Hundred Thirteen Dollars (\$21,031,613)? Should this article be defeated, the default budget shall be Twenty-One Million, Seventy Six Thousand, Twenty-Three Dollars (\$21,076,023) which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

Estimated Tax Impact \$4.91

*Not Recommended by the School Board
Vote 0-5-0*

*Recommended by the Budget Committee
Vote 6-2-1*

Budget Committee Members

- Cynthia Couture – Chair
- Andrew Cutter – Vice Chair
- Keri Douglas
- Ray Peeples
- Chris Pascucci
- Bill Spencer
- Dan Vaillancourt
- Frank Byron – Selectmen's Representative
- Brian Bourque – School Board's Representative

Budget Preparation

- School District Budget was received in November
- Superintendent and Business Administrator conducted tours of school facilities for Budget Committee members.
- Reviewed line by line over 8 meetings from Nov 20 to Jan 8.
- The budget information was presented by the School Board representative, Superintendent, Business Administrator and department heads as needed.
- Initial presentation was by the Superintendent outlining district priorities.

Decision Criteria

- Consider the history of actual spending of previous years
- Consider the year to date actual spending of the current budget
- Consider the rationale for why dollars are being requested by the school district and educational professionals
 - What is the data to support the request?
 - Does it make sense?
 - Is It Justified?
- Consider if it a reasonable request to present to the voters given fixed cost increases and revenue projections.

Budget Committee Action

- o SAU \$7,675 Reduction
 - Historical underspend
- o School Board \$1,285 Reduction
 - Audit estimate
- o Business/ Finance \$8,825 Reduction
 - Travel Accts, office partitions
- o Curriculum Development \$20,732 Reduction
 - Historical underspend in textbooks and training
- o Technology \$20,916 Addition
 - Equipment lease reduction (computers)
 - Equipment purchase (computers)
- o Griffin Memorial School \$3,117
 - Historical underspend in supplies

School District Budget Review

- The School District Budget submitted was \$800,172 more than last years approved budget
- With the Campbell High School bond payments completed in the current budget for \$510,462, the result was a net increase of \$1,310,634
- Revenues were projected to be \$937,081 less
- The combination of these factors would have meant a \$1.98 tax increase
- The Budget Committee made numerous reductions totaling \$887,548
- The Recommended Budget is slightly less than last years approved budget but the projected tax impact is still an increase of \$0.91
- The Default Budget is \$44,410 higher than the proposed Budget Committee budget and would add another \$0.05 to the estimated tax rate.
- The Budget committee left \$423,086 in budget increases to address district priorities.

Budget Committee Action Cont

- o Litchfield Middle School \$8,011 Reduction
 - Areas of historical underspend, music instruments,
- o Campbell High School \$28,707 Reduction
 - Areas of historical underspend, athletics
- o Building and Grounds \$202,759 Reduction
 - Travel, delay some projects, GMS playground to warrant article, fuel reduction based on projections, air duct cleaning, areas of historical underspend
- o Transportation \$165,681 Reduction
 - Historical underspend Special Ed, reduction of one bus
- o Salaries and Benefits \$354,672 Reduction
 - 2 teachers GMS per policy, math tutor to warrant, historical underspend, administration salary pool, athletics, healthcare changes
- o Special Services \$106,970 Reduction
 - Areas of historical underspend

Budget Committee Actions Cont'

Funding was left in the budget to cover district priorities:

- Special Education Services Including \$35,000 Increase in training
- Math Program including curriculum needs and stipends for afterschool tutor at LMS and support of warrant for GMS PT math tutor
- Text book and curriculum resources – fully funded textbooks to replace out of date texts
- Instructional Technology – Fully funded
- Building/Grounds and Safety/Security – supported increased requests

Potential Tax Impact of Recommended Warrant Articles

District Technology Database Administrator	\$0.10
Safety Upgrades to Schools	\$0.10
Griffin Memorial Playground Paving	\$0.06
Griffin Memorial Math Tutor	<u>\$0.03</u>

Warrant Article Total \$0.29

Current Tax Rate	\$13.42
Proposed total increase	\$1.20
New Rate	\$14.62

\$480 estimated increase to a house valued at \$400,000

Potential Tax Impact

Recommended Budget \$0.91

This would be an estimated \$364 increase on a house valued at \$400,000 if the recommended budget passes.

Default Budget \$0.96

This would be an estimated \$384 increase on a house valued at \$400,000 if the recommended budget fails.

ARTICLE 3

Shall the Litchfield School District vote to raise and appropriate the sum of Seventy-Nine Thousand, Five Hundred Thirty-Five Dollars and Fifty-Seven Cents (\$79,535.57) for the purpose of funding salary and benefits for a full-time District Technology Database Administrator position to support the new Student Information System?

Estimated Tax Impact: \$6.19

Recommended by the School Board *Recommended by the Budget Committee*
Vote 5-0-0 *Vote 9-0-0*

ARTICLE 3

Shall the Litchfield School District vote to raise and appropriate the sum of Eighty Thousand Dollars (\$80,000) to enhance exterior video capacity to include main entrance and perimeter of the building, new call box/system for visitors seeking entrance to the building during school hours, and exterior audio annunciators for emergency broadcast at Griffin Memorial School, Litchfield Middle School and Campbell High School?

Estimated Tax Impact: \$8.10

*Recommended by the School Board
Vote 5-0-0*

*Recommended by the Budget Committee
Vote 3-2-4*

ARTICLE 5

Shall the Litchfield School District vote to raise and appropriate the sum of Twenty-Two Thousand, Eight Hundred dollars (\$22,800) for the purpose of funding the salary for a part-time (27.5 hours) Math Tutor at Griffin Memorial School?

Estimated Tax Impact: \$0.03

*Recommended by the School Board
Vote 4-0-0*

*Recommended by the Budget Committee
Vote 8-0-0*

ARTICLE 4

Shall the Litchfield School District vote to raise and appropriate the sum of Forty-Seven Thousand, Three Hundred Eighty dollars (\$47,380) to reclaim and resurface the GMS paved playground area?

Estimated Tax Impact: \$8.06

*Recommended by the School Board
Vote 5-0-0*

*Recommended by the Budget Committee
Vote 9-0-0*

Litchfield School District
Statement of Actual Expenditures for
Special Education Programs and Services

	2012 – 2013	2013 - 2014
EXPENDITURES		
Instruction	\$ 2,635,588	\$ 2,928,644
Related Services	\$ 598,631	\$ 647,284
Administration	\$ 188,525	\$ 201,134
Legal	\$ 472	\$ 18,000
Transportation	\$ 271,237	\$ 246,614
Total Expenditures	\$ 3,694,453	\$ 4,041,676
REVENUES		
NH Catastrophic Aid	\$ 198,276	\$ 275,838
IDEA Grant	\$ 311,508	\$ 296,187
Preschool Grant	\$ 6,780	\$ 4,606
Medicaid	\$ 172,587	\$ 161,879
Tuition	\$ 20,032	\$ 17,643
Total Revenues	\$ 709,183	\$ 756,153

Department of Special Services
Student Census of Disabilities
December 2014

DISABILITIES	IN DISTRICT	OUT OF DISTRICT	TOTAL
Hearing Impaired, Speech/Language Impairment, Visual Impairment	32	2	34
Orthopedic Impairment, Other Health Impairment, Multiple Disabilities, Autism	46	4	50
Intellectual Disability, Developmental Delay	42	0	42
Specific Learning Disability	80	0	80
Emotional Disturbance	8	2	10
TOTAL	208	8	216



New Hampshire
Department of
Revenue Administration

2015
MS-27

School Budget Form: Litchfield Local School

FOR SCHOOL DISTRICTS WHICH HAVE ADOPTED THE PROVISIONS OF RSA 32:14 THROUGH 32:24
Appropriations and Estimates of Revenue for the Fiscal Year from July 1, 2015 to June 30, 2016

Form Due Date: 20 days after the meeting

THIS BUDGET SHALL BE POSTED WITH THE SCHOOL WARRANT

This form was posted with the warrant on: January 22, 2015

For Assistance Please Contact the NH DRA Municipal and Property Division
P: (603) 230-5090 F: (603) 230-5947 <http://www.revenue.nh.gov/mun-prop/>

SCHOOL BUDGET COMMITTEE CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

School Budget Committee Members	
Printed Name	Signature
Annean Carter	
Keri B. Douglas	
Raymond C. Peoples Jr	
Chris Pascoe	
William Stedice	
FRANK BYRON	
Brian Bourque	
Cynthia Couture	

A hard-copy of this signature page must be signed and submitted to the NH-DRA at the following address:

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487

Appropriations

Account Code	Purpose of Appropriation	Warrant Article #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Ensuing FY (Recommended)	School Board's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
Instruction								
1100-1199	Regular Programs	1	\$7,674,232	\$7,864,436	\$8,167,796	\$0	\$7,932,896	\$234,900
1200-1299	Special Programs	1	\$2,661,465	\$2,940,811	\$3,234,870	\$0	\$3,150,549	\$84,321
1300-1399	Vocational Programs	1	\$26,789	\$24,200	\$25,385	\$0	\$25,385	\$0
1400-1499	Other Programs	1	\$458,910	\$490,578	\$487,574	\$0	\$463,022	\$24,552
1500-1599	Non-Public Programs	1	\$29,775	\$52,960	\$68,122	\$0	\$68,122	\$0
1600-1699	Adult/Continuing Education Programs	1	\$265	\$1	\$7	\$0	\$7	\$0
1700-1799	Community/Junior College Education Programs		\$0	\$0	\$0	\$0	\$0	\$0
1800-1899	Community Service Programs		\$0	\$0	\$0	\$0	\$0	\$0
Support Services								
2000-2199	Student Support Services	1	\$1,535,627	\$1,634,923	\$1,614,536	\$0	\$1,584,035	\$30,500
2200-2299	Instructional Staff Services	1	\$609,062	\$690,000	\$830,926	\$0	\$822,783	\$8,143
General Administration								
0000-0000	Collective Bargaining		\$0	\$0	\$0	\$0	\$0	\$0
2310 (840)	School Board Contingency		\$0	\$0	\$0	\$0	\$0	\$0
2310-2319	Other School Board	1	\$0	\$106,253	\$106,181	\$0	\$104,896	\$1,285
Executive Administration								
2320 (310)	SAU Management Services	1	\$272,209	\$283,589	\$294,777	\$0	\$287,102	\$7,675
2320-2399	All Other Administration	1	\$196,228	\$199,020	\$206,201	\$0	\$206,002	\$199
2400-2499	School Administration Service	1	\$1,195,928	\$1,183,151	\$1,215,001	\$0	\$1,213,323	\$1,678
2500-2599	Business	1	\$281,966	\$305,776	\$326,478	\$0	\$317,654	\$8,824
2600-2699	Plant Operations and Maintenance	1	\$2,024,413	\$2,078,514	\$2,307,365	\$0	\$2,162,046	\$145,319
2700-2799	Student Transportation	1	\$774,529	\$967,312	\$1,119,991	\$0	\$954,310	\$165,681
2800-2999	Support Service, Central and Other	1	\$0	\$525,986	\$658,098	\$0	\$541,067	\$117,031
Non-Instructional Services								
3100	Food Service Operations		\$0	\$0	\$0	\$0	\$0	\$0
3200	Enterprise Operations		\$0	\$0	\$0	\$0	\$0	\$0
Facilities Acquisition and Construction								
4100	Site Acquisition		\$0	\$0	\$0	\$0	\$0	\$0

Account Code	Purpose of Appropriation	Warrant Article #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Ensuing FY (Recommended)	School Board's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4200	Site Improvement	1	\$54,399	\$3	\$47,380	\$0	\$1	\$47,379
4300	Architectural/Engineering		\$0	\$0	\$0	\$0	\$0	\$0
4400	Educational Specification Development		\$0	\$0	\$0	\$0	\$0	\$0
4500	Building Acquisition/Construction		\$0	\$0	\$0	\$0	\$0	\$0
4600	Building Improvement Services	1	\$43,752	\$48,852	\$46,312	\$0	\$36,252	\$10,060
4900	Other Facilities Acquisition and Construction		\$0	\$0	\$0	\$0	\$0	\$0
Other Outlays								
5110	Debt Service - Principal		\$800,000	\$485,000	\$0	\$0	\$0	\$0
5120	Debt Service - Interest		\$67,463	\$25,463	\$0	\$0	\$0	\$0
Fund Transfers								
5220-5221	To Food Service	1	\$546,359	\$598,476	\$587,162	\$0	\$587,162	\$0
5222-5229	To Other Special Revenue	1	\$452,055	\$575,000	\$575,000	\$0	\$575,000	\$0
5230-5239	To Capital Projects		\$0	\$50,000	\$0	\$0	\$0	\$0
5254	To Agency Funds		\$0	\$0	\$0	\$0	\$0	\$0
5300-5399	Intergovernmental Agency Allocation		\$0	\$0	\$0	\$0	\$0	\$0
9990	Supplemental Appropriation		\$0	\$0	\$0	\$0	\$0	\$0
9992	Deficit Appropriation		\$0	\$0	\$0	\$0	\$0	\$0
Total Proposed Appropriations				\$21,130,304	\$21,919,162	\$0	\$21,031,614	\$887,547

Special Warrant Articles

Account Code	Purpose of Appropriation	Warrant Article #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Ensuing FY (Recommended)	School Board's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
5251	To Capital Reserve Fund		\$0	\$0	\$0	\$0	\$0	\$0
5252	To Expendable Trust Fund		\$0	\$0	\$0	\$0	\$0	\$0
5253	To Non-Expendable Trust Fund		\$0	\$0	\$0	\$0	\$0	\$0
Special Articles Recommended								

Individual Warrant Articles

Account Code	Purpose of Appropriation	Warrant Article #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Ensuing FY (Recommended)	School Board's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
1100-1199	Regular Programs	2	\$0	\$0	\$79,536	\$0	\$79,536	\$0
	Purpose:							
1100-1199	Regular Programs	5	\$0	\$0	\$22,800	\$0	\$22,800	\$0
	Purpose:							
4200	Site Improvement	4	\$0	\$0	\$47,380	\$0	\$47,380	\$0
	Purpose:							
4600	Building Improvement Services	3	\$0	\$0	\$80,000	\$0	\$80,000	\$0
	Purpose:							
Individual Articles Recommended								
			\$0	\$0	\$229,716	\$0	\$229,716	\$0

Revenues

Account Code	Purpose of Appropriation	Warrant Article #	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Estimated Revenues
Local Sources					
1300-1349	Tuition	1	\$93,063	\$87,164	\$87,164
1400-1449	Transportation Fees	1	\$10,212	\$10,000	\$10,000
1500-1599	Earnings on Investments	1	\$200	\$200	\$200
1600-1699	Food Service Sales	1	\$501,076	\$491,762	\$491,762
1700-1799	Student Activities		\$0	\$0	\$0
1800-1899	Community Service Activities		\$0	\$0	\$0
1900-1999	Other Local Sources	1	\$17,581	\$18,000	\$18,000
State Sources					
3210	School Building Aid	1	\$260,787	\$166,287	\$166,287
3215	Kindergarten Building Aid		\$0	\$0	\$0
3220	Kindergarten Aid		\$0	\$0	\$0
3230	Catastrophic Aid	1	\$98,775	\$155,328	\$155,328
3240-3249	Vocational Aid	1	\$0	\$2,000	\$2,000
3250	Adult Education		\$0	\$0	\$0
3260	Child Nutrition	1	\$7,000	\$5,400	\$5,400
3270	Driver Education		\$0	\$0	\$0
3290-3299	Other State Sources		\$0	\$0	\$0
Federal Sources					
4100-4539	Federal Program Grants	1	\$275,000	\$275,000	\$275,000
4540	Vocational Education		\$0	\$0	\$0
4550	Adult Education		\$0	\$0	\$0
4560	Child Nutrition	1	\$90,400	\$90,000	\$90,000
4570	Disabilities Programs	1	\$300,000	\$300,000	\$300,000
4580	Medicaid Distribution	1	\$96,568	\$144,000	\$144,000
4590-4999	Other Federal Sources (non-4810)		\$0	\$0	\$0
4810	Federal Forest Reserve		\$0	\$0	\$0
Other Financing Sources					
5110-5139	Sale of Bonds or Notes		\$0	\$0	\$0
5140	Reimbursement Anticipation Notes		\$0	\$0	\$0
5221	Transfer from Food Service Special Reserve Fund		\$0	\$0	\$0

Account Code	Purpose of Appropriation	Warrant Article #	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Estimated Revenues
5222	Transfer from Other Special Revenue Funds		\$0	\$0	\$0
5230	Transfer from Capital Project Funds		\$0	\$0	\$0
5251	Transfer from Capital Reserve Funds		\$0	\$0	\$0
5252	Transfer from Expendable Trust Funds		\$0	\$0	\$0
5253	Transfer from Non-Expendable Trust Funds		\$0	\$0	\$0
5300-5699	Other Financing Sources		\$0	\$0	\$0
9997	Supplemental Appropriation (Contra)		\$0	\$0	\$0
9998	Amount Voted from Fund Balance		\$0	\$0	\$0
9999	Fund Balance to Reduce Taxes		\$0	\$0	\$0
Total Estimated Revenues and Credits			\$1,750,662	\$1,745,141	\$1,745,141

Budget Summary

Item	Current Year	School Board Ensuing Year	Budget Committee Ensuing Year
Operating Budget Appropriations Recommended	\$20,931,025	\$21,919,162	\$21,031,614
Special Warrant Articles Recommended	\$50,000	\$0	\$0
Individual Warrant Articles Recommended	\$275,745	\$229,716	\$229,716
TOTAL Appropriations Recommended	\$21,256,770	\$22,148,878	\$21,261,330
Less: Amount of Estimated Revenues & Credits	\$1,960,160	\$1,745,141	\$1,745,141
Estimated Amount of State Education Tax/Grant		\$5,613,950	\$5,613,950
Estimated Amount of Taxes to be Raised for Education		\$0	\$0



Default Budget: Litchfield Local School

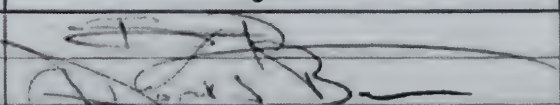
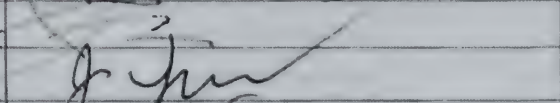
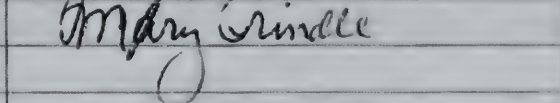


RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

This form was posted with the warrant on:

For Assistance Please Contact:
NH DRA Municipal and Property Division
Phone: (603) 230-5090
Fax: (603) 230-5947
<http://www.revenue.nh.gov/mun-prop/>

SCHOOL BOARD OR BUDGET COMMITTEE CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

School Board or Budget Committee Certifications		
Printed Name	Position	Signature
Brian Bourque	Chair	
Derek Barka	Vice-Chair	
Janine Lepore	Member	
John York	Member	
Mary Prindle	Member	

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:

**NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487**

Account Code	Purpose of Appropriation	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
General Administration					
0000-0000	Collective Bargaining	\$0			\$0
2310 (840)	School Board Contingency	\$0			\$0
2310-2319	Other School Board	\$106,614	(5,440)		\$101,174
Instruction					
1100-1199	Regular Programs	\$7,887,909	499,971	(110,142)	\$8,277,738
1200-1299	Special Programs	\$2,965,003	100,862		\$3,065,865
1300-1399	Vocational Programs	\$24,200	6,191		\$30,391
1400-1499	Other Programs	\$472,493			\$472,493
1500-1599	Non-Public Programs	\$39,232			\$39,232
1600-1699	Adult/Continuing Education Programs	\$3			\$3
1700-1799	Community/Junior College Education Programs	\$0			\$0
1800-1899	Community Service Programs	\$0			\$0
Support Services					
2000-2199	Student Support Services	\$1,578,736	(346)		\$1,578,390
2200-2299	Instructional Staff Services	\$692,912	1,214		\$694,126
Executive Administration					
2320 (310)	SAU Management Services	\$284,165	(7,893)		\$276,272
2320-2399	All Other Administration	\$201,134			\$201,134
2400-2499	School Administration Service	\$1,187,619			\$1,187,619
2500-2599	Business	\$301,106	(1,174)		\$299,932
2600-2699	Plant Operations and Maintenance	\$2,106,633	10,960		\$2,117,593
2700-2799	Student Transportation	\$978,458	35,897		\$1,014,355
2800-2999	Support Service, Central and Other	\$521,293			\$521,293
Non-Instructional Services					
3100	Food Service Operations	\$0			\$0
3200	Enterprise Operations	\$0			\$0
Facilities Acquisition and Construction					
4100	Site Acquisition	\$0			\$0
4200	Site Improvement	\$3			\$0
4300	Architectural/Engineering	\$0			\$0
4400	Educational Specification Development	\$0			\$0
4500	Building Acquisition/Construction	\$0			\$0
4600	Building Improvement Services	\$48,852	(12,601)		\$36,251
4900	Other Facilities Acquisition and Construction	\$0			\$0
Other Outlays					
5110	Debt Service - Principal	\$485,000	(485,000)		\$0
5120	Debt Service - Interest	\$25,463	(25,463)		\$0
Fund Transfers					
5220-5221	To Food Service	\$598,476	(11,314)		\$587,162
5222-5229	To Other Special Revenue	\$575,000			\$575,000

5230-5239	To Capital Projects	\$0			\$0
5251	To Capital Reserve Fund	\$0			\$0
5252	To Expendable Trusts/Fiduciary Funds	\$50,000		(50,000)	\$0
5253	To Non-Expendable Trust Funds	\$0			\$0
5254	To Agency Funds	\$0			\$0
5300-5399	Intergovernmental Agency Allocation	\$0			\$0
9990	Supplemental Appropriation	\$0			\$0
9992	Deficit Appropriation	\$0			\$0
Total Appropriations		\$21,130,304	105,864	(160,142)	\$21,076,023

Explanation for Increases and Decreases	
Account	Explanation
1100-1199	Collective bargaining agreement-increase to salaries and benefits
1100-1199	Onetime expenses- new and replacement furniture and equipment
1200-1299	Collective bargaining agreement-increase to salaries and benefits
1300-1399	Increase vocational tuition
1100-1199	Curriculum textbooks part of a multi-year plan adopted by school board
2600-2699	Increased premium property liability insurance and multi-year snow plowing contract
5110-5120	Retirement of CHS Bond
5220-5221	Lower operating costs for food service program
5252	One time transfer to capital reserve fund

Report of the Auditor

The Auditor's Report was not yet available at the time of publication.

When it is received it will be available on the School District's website.

Office of the Superintendent of Schools

1 Highlander Court
Litchfield, NH 03052
578-3570

D. Brian Cochrane, Ph.D., Superintendent
Frank Markiewicz, Business Administrator
Julie Heon, Director Curriculum and Instruction
Hollie Messenger, Director Human Resources
Devin Bandurski, Director Special Services
Kyle Hancock, Director of Technology
Hilda Lawrence, Director Food Service

Griffin Memorial School

229 Charles Bancroft Highway
Litchfield, NH 03052
424-5931

Scott Thompson, Principal
Connie Faro, Assistant Principal

Litchfield Middle School

19 McElwain Drive
Litchfield, NH 03052
424-2133

Thomas Lecklider, Principal
Martha Thayer, Assistant Principal

Campbell High School

1 Highlander Court
Litchfield, NH 03052
546-0300

Laurie Rothhaus, Principal
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